

NFC

Procedures



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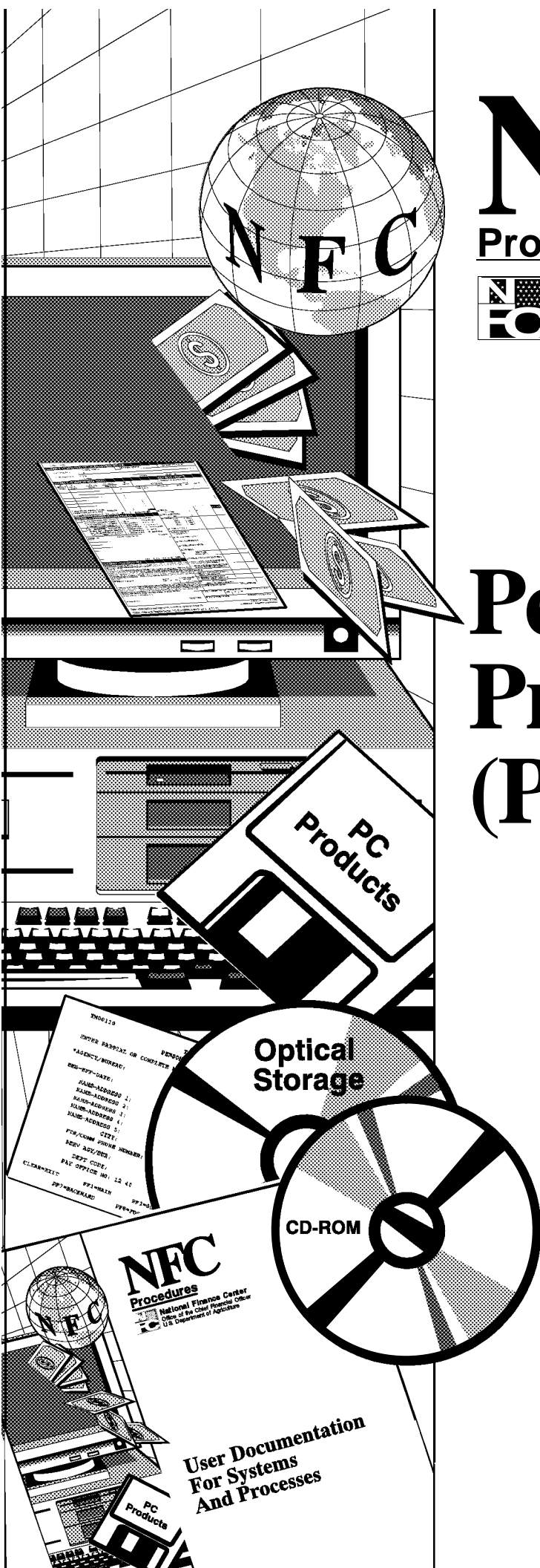
Personal Property System (PROP)

TITLE VI
Systems Access Manual

CHAPTER 9
Property Management Information System

SECTION 2
Personal Property System

SUBSECTION 5
General Accounting Office



**Systems Access Manual
Property Management Information System
Personal Property System
General Accounting Office**

Title VI
Chapter 9
Section 2
Subsection 5

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About This Procedure

This procedure provides instructions for accessing and operating the Personal Property System (PROP). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How This Procedure Is Organized

The primary sections of this procedure are described below:

System Overview describes what the system is used for and provides related background information.

System Access provides access security information and instructions for accessing the system.

Operating Features describe the system's design and how to use its operating features.

The **Administrative Menu** gives instructions for selecting the main options.

Instructions for each Submenu and Option are provided under a separate heading. All options on a submenu are covered before going to the next option on the main menu. The screens for system menus and options are presented as figures within the text.

Exhibits include illustrations such as examples of reports.

Appendixes contain reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 12.1, 12.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date. If you receive this procedure after it has been amended, you will receive the original copy with all amendments. Remove and insert pages according to the attached Page Control Chart so that your procedure is current.

You may occasionally receive bulletins to supplement information in this procedure. Each bulletin should be filed in front of the procedure and retained until it is superseded, as shown at the bottom of the bulletin.

What Conventions Are Used

This procedure uses the following conventions:

- Messages displayed by the system are printed in *italics*. Example: The message *The Above Property Has Been Added To The "PMIS" Master* is displayed.
- Field specifications are also printed in *italics*. Example: **PPCO** (*required, alphanumeric field; 8 positions*). Key in the Personal Property Custodial Officer number.
- Date fields, unless otherwise stated, use the *MMDDYY* format. Example: June 17, 1996 is keyed in as **061796**.
- Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***IQ03***.
- Emphasized text within a paragraph is printed in **bold**. Example: A **subtotal** of each column and a **grand total** are calculated.
- **Figure**, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a **bold** font as shown here. Example: The Reports menu (**Figure 15**) is displayed.
- References to sections within the procedure are printed in bold. Example: See **Transfer From Another Agency** under **Acquisitions/Modifications**.
- Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF6].
- Optional actions at the end of a processing function are preceded by square bullets. Example:
 - To exit the system, press [PF9].
 - To perform another function or exit, press the applicable key at the bottom of the screen.
- Important extra information is identified as a note. Example: **Note:** Each PROP submenu has two different identities—the menu screen identifier and the task screen identifier.

Who To Contact For Help

For questions about the system (including help with unusual conditions or obtaining access authority) and about processing, contact Information Center personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

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System Overview

The Personal Property System (PROP) is an online, database management system of the U.S. Department of Agriculture (USDA) and a subsystem of the Property Management Information System (PMIS). PMIS is a management reporting system of USDA's Central Accounting System (CAS). As a subsystem of PMIS, PROP integrates fiscal accounting with property accountability and provides uniform data for the management and control of accountable, leased, loaned, sensitive, and excess property.

This procedure documents the General Accounting Office (GAO) use of the USDA Personal Property System. PROP interfaces with other USDA payment systems primarily to capture accounting and procurement transaction data. The result of the interfaces are commonly known as "*feeder records*". These feeder records are automatically updated in PROP from the various payment systems based on the appropriate property budget object classification shown on the procurement document. If certain criteria are met, feeder records may be created in PROP for accountable property from payment systems such as **Purchase Orders**, **Miscellaneous Payments**, **FEDSTRIP**, and **Imprest Fund**. (See **Appendix D** for a list of property criteria and budget object classification codes.)

In addition to updating property to the PROP database via the feeder systems, users also have the capability to access a variety of screen options in PROP to record accountable property that was not captured via one of the feeder systems. For example, if an item was physically located during a routine inventory and should be maintained in PROP, you may establish a property master for the item by accessing **Option 2, Found (SNO: AC02)**, on the Acquisition/Modify Menu. Instructions on the access and use of all screen options in PROP are discussed in detail in the procedure.

To ensure the integrity of fiscal accounting in PROP, accounting data is also generated on agency reporting when a feeder record is created. Additionally, PROP calculates depreciation based on the normal depreciation schedule for the budget object classification code used on the procurement document. Depreciation is also reflected on agency reporting.

System Capabilities

PROP performs functions and interfaces with other systems as follows:

- ☐ Allows users to enter, update, and query data in a remote, online environment.
- ☐ Produces internal and external property reports via the Reports Generator Menu or specific reports through the FOCUS Reporting System.

- ☐ Maintains a complete audit trail for transactions affecting the master file by providing a history record with the user ID and the date and time of the transaction.
- ☐ Tracks components in an online environment.
 - NFC ID of basic item will show all components of record.
 - NFC ID of components will designate basic item.
- ☐ Tracks the location of property.
- ☐ Establishes depreciation schedule.
- ☐ Maintains file of leased/loaned property providing such data as start and end dates, costs, and lease purchase analyses.
- ☐ Provides ten 78-character lines for unstructured information such as notations or remarks.
- ☐ Maintains records of deleted property masters until purged from the system.
- ☐ Maintains a history of warranty data for certain types of equipment.
- ☐ Maintains a history of feeder master records.

PROP also provides the flexibility to access screens between menus. Movement between screens can be accomplished by completing the SNO (Screen Number) field located at the top right corner of each screen. To facilitate the use of this feature, most of the screens display a 4-character identifier (i.e., SNO) at the top left corner. Due to system formatting, some screens in PROP are not accessible through use of this feature. Specific SNO's for each menu are provided throughout the procedure. Additionally, a composite list of all the SNO's is located in Appendix B.

PROP may be accessed by authorized GAO personnel only through the use of user identification numbers and passwords issued by the NFC. GAO is responsible for maintaining internal security controls and assuring that a breach of security does not occur. (See the segment titled System Access for detailed information on user identification numbers and passwords).

The security and integrity of the PROP database is supported through such functions as password protection and access through subschemas, which permits access to only selected portions of the database. By defining the database separately for GAO, as distinguished by the unique identification numbers, access to specified data pertaining to GAO users is provided.

After PROP has been accessed and data keyed in, the system performs edit and/or validity checks on each applicable field, i.e., PPCO number, NFC ID number, etc. If the data entered does not pass system edits, error messages ap-

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pear at the bottom of the screen. As errors are corrected, other error messages are displayed, if needed, until all errors are corrected. All errors must be corrected before the master file can be updated. Detailed instructions for accessing the screens in PROP are included in this procedure.

Each property item updated into the PROP database is assigned a unique NFC ID number by GAO. In addition to this number being maintained in the PROP master, a bar code label indicating the NFC ID should be produced and affixed to the property item. GAO secures their own bar code labels and distributes them to the appropriate custodial officers. The bar code label allows for better control of accountable property items as well as facilitates inventory management.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in the data processing and system maintenance for PROP.

The National Finance Center (NFC):

- Receives and processes data related to capitalized and other accountable property items entered into PROP.
- Establishes and maintains master files and history records for personal property items in the system.
- Establishes and maintains transaction files for personal property items in the system.

- Provides management reports for agency use in the control and administration of personal property items in the system.
- Develops and issues PROP procedures.
- Coordinates with GAO personnel in the area of telecommunications accessing.
- Trains GAO personnel in the use of PROP.
- Serves as the liaison to provide GAO users with technical consulting services on PROP.

The General Accounting Office:

- Implements a property management program to ensure maximum utilization of Federal Government property, thereby accounting for all property under the agency's control.
- Establishes a property management organization to include:
 - Property Management Officer (PMO) to implement the property management program.
 - Personal Property Accountable Officers (PPAO) to ensure that all procedures are in compliance with the department, agency, or Federal property requirements as well as NFC procedures manual. PPAO's are also responsible for ensuring that each piece of Government property is assigned to an individual.
 - Assignment of responsibility and accountability to the employee having custody of the property.
- Updates the PROP database for personal property transactions.

System Access

To access PROP, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected to the mainframe computer located at NFC. This section refers you to information on access security and gives specific sign-on/sign-off instructions.

Remote Terminal Usage And Security

PROP resides on the mainframe computer at NFC. To access the mainframe, use your telecommunications network (e.g., FTS2000, etc.). For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Access security is designed to prevent unauthorized use of systems and databases. For information about access security, including user identification numbers (user ID's), passwords and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

Sign-On

To access PROP, display the NFC banner screen (**Figure 1**) on your terminal and respond to the prompts as described below:

1 Enter User ID. Key in your assigned user ID (e.g., *NF999*).

2 Password. Key in your password. Your password is not displayed on the screen.

3 New Password. This prompt is used when your current password has expired, and the system requests a new password.

4 Enter Application Name. Key in *PROP*. Press [Enter].

The PMIS banner screen (**Figure 3**) is displayed.

Note: When NFC needs to communicate special system function messages, the Electronic Access Bulletin Board screen is displayed after the NFC banner screen. Read the message(s) shown and press Enter to continue. The NFC Menu screen (**Figure 2**) is displayed. Press [Enter] to continue.

```

=====
== 03/24/95          SNAMOD2          T3138E0D          PF1=HELP ==
=====
==              NN      NN          FFFFFFFF          CCCCCCCC ==
==             NNN      NN          FFFFFFFF          CCCCCCCC ==
==            NNNN     NN          FF              CC ==
==           NN NN NN   FFFFFFFF          CC ==
==          NN  NNNN   FFFFFFFF          CC ==
==         NN   NNN   FF          CCCCCCCC ==
==        NN    NN   FF          CCCCCCCC ==
==       =====
==      National Finance Center
==      Office of Finance and Management
==      United States Department of Agriculture
==      =====
==      For Authorized Use Only
==      ENTER USER ID =          PASSWORD =          NEW PASSWORD =
==
==      ENTER APPLICATION NAME =          OR PRESS ENTER FOR NFC MENU
=====

```

Figure 1. NFC Banner Screen

```

=====
== XX/XX/XX          SNAMOD2          NFC MENU          T3134806          15:12:50 CT ==
=====
== SELECT ONE: ==
== 1. PAYROLL/PERSONNEL SYSTEMS ==
== 2. FINANCIAL INFORMATION SYSTEMS ==
== 3. PROPERTY MANAGEMENT INFORMATION SYSTEMS ==
== 4. ADMINISTRATIVE INFORMATION SYSTEMS ==
== 5. DEVELOPMENT SYSTEMS <NFC ONLY> ==
== 6. DATA BASE TEST SYSTEMS <NFC ONLY> ==
== 7. MISSION ASSIGNMENT TRACKING SYSTEM <GAO ONLY> ==
== 8. DIRECTIVES BULLETIN BOARD ==
== ENTER APPLICATION NAME OR SELECTION NUMBER ==>          PF11 = EXIT ==
=====
==              MESSAGE BOARD ==
=====

```

Figure 2. NFC Menu



Respond to the prompt as follows:

The Administrative Menu screen (**Figure 5**) is displayed. If you have inquiry-only access, key in **GAOIQ**. Press [Enter].

By following the instructions provided in this procedure, you will be able to successfully enter, query, modify, or delete property data as needed.

Sign-Off

To exit PROP, press [Clear] at any screen. The *Enter Next Task Code* prompt (**Figure 4**) is displayed. Key in *bye*. Press [Enter].

To disconnect from the mainframe, press [PF11]. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a relatively short time.



Administrative Menu

After you have accessed PROP, the Administrative Menu screen (**Figure 5**) is displayed. The Administrative Menu is PROP's main menu and provides GAO users with four options. Each option is a submenu that provides more specific options for data entry, update, and inquiry.

You may select an option from the Administrative Menu screen (**Figure 5**) in one of two ways:

- At the Administrative Menu screen, key in the option number at the *Enter Selection* prompt *or*
- At any PROP screen, key in the 4-character screen number identifier (SNO) in the SNO field located in the top right corner of the screen. (Most PROP screens display the SNO for that screen in the top left corner.)

Following is a brief description and the SNO of each menu:

- **Administrative Menu** (SNO:ADMU). This menu provides the four major menus which facilitate transactions such as the updating, modifying, querying, deleting, etc. of property masters in the database.
- **Inquiry Menu** (SNO:IQMU or AD01). This menu provides a list of options used to query the PROP database.
- **Transaction Menu** (SNO:TRMU or AD02). This menu provides a list of options used to perform various transactions against property items maintained on the database.
- **Reports Generator Menu** (SNO:RPMU or AD03). This menu provides a list of report options to request a variety of preprogrammed reports.
- **Excess Property Coordinator Menu** (reserved). This menu is not being used by GAO at this time.

Note: Each PROP submenu has two different identifiers—the menu screen identifier and the task screen identifier, as shown above. Either identifier may be used in the SNO field.

```
DATE:XXûXXûXX          PERSONAL PROPERTY SYSTEM          CT: 09:00
ADMU                    ** ADMINISTRATIVE MENU **          SNO: _____

SELECT ONE:

1. INQUIRY MENU
2. TRANSACTION MENU
3. REPORT GENERATOR MENU
4. EXCESS PROPERTY COORDINATOR MENU (RESERVED)

ENTER SELECTION:  ____

* DEPRESS öENTERö TO SEND DATA          * DEPRESS öCLEARö TO TERMINATE
```

Figure 5. Administrative Menu Screen

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Inquiry Menu

The Inquiry Menu is Option 1 on the Administrative Menu (Figure 5). To select this option, key in **1** at the *Enter Selection* prompt on the Administrative Menu, **or** from any PROP screen, key in **IQMU** **or** **AD01** at the SNO field. Press [Enter].

The Inquiry Menu (Figure 6) is displayed. The Inquiry Menu provides options to perform various inquiry functions into the PROP database.

To access an option on the Inquiry Menu, key in the option number at the *Enter Selection* prompt on the menu, **or** from any PROP screen, key in the SNO for the option at the SNO field.

Following is a brief description and the SNO for each option:

1. Property By NFC-ID (SNO:IQ01). This option prompts you for the NFC ID number and then displays the detail of the corresponding property item. The detail screen indicates if any component items are assigned to this property item. (See Figure 7 and 8 for screen exhibits of Option 1.)

2. Property By Organization (Condensed) (SNO:IQ02). This option prompts you for the organization code and then displays a condensed list of property items associated with the organization code entered. To display the detail of one of the listed property items, place the cursor next to the item and press [PF4] or a compatible function key. (See Figure 9–11 for screen exhibits of Option 2.)

3. Property By PPCO (Condensed) (SNO:IQ03). This option prompts you for the Personal Property Custodial Officer (PPCO) number and then displays a condensed list of property items assigned to the PPCO. To display the detail of one of the listed property items, place the cursor

next to the item, and press [PF4] or a compatible function key. (See Figure 12–14 for screen exhibits of Option 3.)

4. Property By Serial Number (SNO:IQ04). This option prompts you for the serial number for a specific piece of equipment when the serial number is known. You are then able to query the PROP database for the detail of a property item based on the serial number entered. (See Figure 15 and 16 for screen exhibits of Option 4.)

5. Property By Model Number (Condensed) (SNO:IQ05). This option prompts you for the model number and then displays a condensed list of property items containing the model number entered. To display the detail of one of the listed property items, place the cursor next to the item and press [PF4] or a compatible function key. (See Figure 17–19 for screen exhibits of Option 5.)

6. Property By Acq Document # (Condensed) (SNO:IQ06). This option prompts you for the acquisition document number and then displays a condensed list of property items associated with the acquisition document number entered. To display the detail of one of the listed property items, place the cursor next to the item and press [PF4] or a compatible function key. (See Figure 20–22 for screen exhibits of Option 6.)

7 Property By Property Code (Condensed) (SNO:IQ07). This option prompts you for the property code and then displays a condensed list of property items containing the property code entered. To display the detail of one of the listed property items, place the cursor next to the item and press [PF4] or a compatible function key. (See Figure 23–25 for screen exhibits of Option 7.)

Note: For Options 4, 5, 6, and 7, you may enter partial data; i.e, serial number, model number, etc., and press [PF12] or a compatible function key. This allows you to conduct a system search for the master record when a complete key-identifying number is unknown.

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 09:57
IQMU                    **INQUIRY MENU**                  SNO: _____

SELECT ONE:

1. PROPERTY BY NFC-ID                      12. PROPERTY HISTORY
2. PROPERTY BY ORGANIZATION (CONDENSED)    13. DEPRECIATION
3. PROPERTY BY PPCO (CONDENSED)
4. PROPERTY BY SERIAL NUMBER
5. PROPERTY BY MODEL NUMBER (CONDENSED)
6. PROPERTY BY ACQ DOCUMENT # (CONDENSED)
7. PROPERTY BY PROPERTY CODE (CONDENSED)
8. PROPERTY BY EXCESS REPORT NUMBER
9. EXCESS PROPERTY
10. LEASED PROPERTY (CONDENSED)
11. LEASE TO PURCHASE PROPERTY (CONDENSED)

ENTER SELECTION: ____

** DEPRESS      "ENTER" TO SEND DATA

*PF1=ADM MENU                                CLEAR=TERMINATE
  
```

Figure 6. Inquiry Menu

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8. Property By Excess Report Number (SNO:IQ08).

This option prompts you for the Excess Report Number and then displays the detail of the excess property item for the report number entered. (See **Figure 26** and **27** for screen exhibits of Option 8.)

9. Excess Property (SNO:IQ09). This option prompts you for the department code, federal supply code, 2-position alpha abbreviated state code, and condition code. The system then displays a list of the excess property item(s). (See **Figure 28–30** for screen exhibits of Option 9.)

10. Leased Property (Condensed) (SNO:IQ10). This option provides a condensed list, which includes the NFC ID, manufacturer, organization code, lease end date, property code, and lessor, of all leased property on the PROP database. To display the detail of a specific leased property item, place the cursor next to the item and press [PF4] or a compatible function key. (See **Figure 31** and **33** for screen exhibits of Option 10.)

11. Lease To Purchase Property (Condensed) (SNO:IQ11). This option provides a condensed list, which includes the NFC ID, manufacturer, organization code, conversion date, property code, and lessor, of all lease to purchase property on the PROP database. To display the detail of a specific lease to purchase property item, place the cursor next to the item and press [PF4] or a

compatible function key. (See **Figure 34** and **36** for screen exhibits of Option 11.)

12. Property History (SNO:IQ12) This option prompts you for the NFC ID number and then displays the current detailed property master. Subsequent data changes, however, are displayed in reverse chronological order. You may also view the property warranty data for a item at this option by pressing [PF7] or a compatible function key. (See **Figure 37** and **38** for screen exhibits of Option 12.)

13. Depreciation (SNO:IQ13) This option prompts you for the NFC ID number for a property item to query accumulated depreciation of a property master. Once the NFC ID number is entered, the depreciation for the corresponding property item is displayed. (See **Figure 39** and **40** for screen exhibits of Option 13.) **Note:** You may enter variable depreciation for capitalized property items. GAO, however, uses the straight line method of calculating depreciation of property based on the useful life of the property. The variable depreciation entry capability allows you to determine its own schedule of depreciation by entering the desired number of months in the field provided. The field, Var Dep, is shown on the basic property item and can be located in the middle right portion of each property screen record. Use of a variable different than the preestablished interval will result in a recalculation and a corresponding impact on depreciation reports.

Property By NFC-ID (IQ01)

Property By NFC ID is Option 1 on the Inquiry Menu (Figure 6). This option is used to query a specific property item by the NFC ID.

To select this option, key in **1** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ01** at the SNO field. Press [Enter].

The Property By NFC ID prompt screen (Figure 7) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 **Enter NFC ID** (*required, alphanumeric field; 12 positions*). Key in the NFC ID of the item to be queried. The first two positions of the NFC ID are **GA**. Press [Enter].

The Property By NFC ID detail screen (Figure 8) is displayed.

- To display the property notes, press [PF4].
- To view a basic property record if at the component property record, press [PF5].
- To return to the component property record, press [PF6].
- To return to the basic property record screen, press [PF8] or a compatible function key.
- To view the property warranty record data, press [PF10].
- To query another NFC ID, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX IQ01	PERSONAL PROPERTY SYSTEM **PROPERTY BY NFC ID**	CT: 09:58 SNO: _____
<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px; margin: 0 auto;">1</div>		
ENTER NFC ID: _____		
** DEPRESS "ENTER" TO SEND DATA		
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=INQUIRY MENU CLEAR=TERMINATE		

Figure 7. Property By NFC ID Prompt Screen

DATE: XX/XX/XX	PERSONAL PROPERTY SYSTEM **PROPERTY BY NFC ID**	CT: 15:59 SNO: _____
NFC-ID: GA0000000036 PPCO: 70754575 PROP CODE: 702502 SERIAL NO: 3918405 MODEL NO: XT ACQ DOC: 6112164 RECEIPT DATE: 09 01 86 (MMDDYY) MANUFACTURER: IBM INTERNATIONAL MISC NOTE 1: 011519 MASTER #: INVENTORY DATE:	ORG CD: 7075 PPCO DATE: 02 01 87 (MMDDYY) DESCRIPT: ADP, TERMINAL/MONITOR NATL STOCK NO: 7025 DOC TYPE: CONV ACQ COST: \$179.00 TYPE: N BUSINESS MACHIN MISC NOTE 2: STATUS: ACCUM DEP:	AGENCY CODE: 97 POSSESSION: 01 VAR DEP: COND CODE: \$.00
***** "PF4" TO DISPLAY "NOTES"-----"PF10" TO DISPLAY WARRANTY *****		
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=INQUIRY MENU CLEAR=TERMINATE		

Figure 8. Property By NFC ID Detail Screen

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Property By Organization (Condensed) (IQ02)

Property By Organization (Condensed) is Option 2 on the Inquiry Menu (**Figure 6**). This option is used to query a condensed list of property items by organization code.

To select this option, key in **2** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in ***IQ02*** at the SNO field. Press [Enter].

The Property By Organization (Condensed) prompt screen (**Figure 9**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter Org Code (required, alphanumeric field; 4 positions). Key in the applicable organization code. Press [Enter].

The Property By Organization (Condensed) list screen (**Figure 10**) is displayed.

A maximum of 14 property items appear on the screen at a time.

- To display the next page of records, press [PF5].
- To return to the previous page of records, press [PF6].
- To display the detail of a specific item, position the cursor next to the item, press [PF4].

Figure 9. Property By Organization (Condensed) Prompt Screen

NFC-ID	SERIAL #	MANUFACTURER	PROP CODE	PPCO
GA0000000036	3918405	IBM INTERNATIONAL	702502	70754575
GA0000000037	52476665160	IBM INTERNATIONAL	702101	70754575
GA0000000038	70505705	BTC BTC	702503	70754575
GA0000000039	54017546	ADL ADLER	743002	70756895
GA0000000041	44743292	ADL ADLER	743002	70756895
GA0000000045	3670432	IBM INTERNATIONAL	702502	70754575
GA0000000046	62035555160	IBM INTERNATIONAL	702101	70754575
GA0000000047	042078	MAX MAXI SWITCH	702503	70754575
GA0000000048	713131	QUME QUME	702504	70754575
GA0000000049	Y81367	GATES GATES	703504	70754575
GA0000000050	3014446	HP HEWLETT PACKAR	702504	70754575
GA0000000051	G00931GE3910	HAYES HAYES	589501	70754575
GA0000000052	2030007694	MMRX MEMOREX	702502	70754575
GA0000000053	101703772	MMRX MEMOREX	702101	70754575

Figure 10. Property By Organization (Condensed) List Screen

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The Detail Display Of Property screen (**Figure 11**) is displayed.

- To return to the Property By Organization (Condensed)

list screen, press [PF10].

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX		PERSONAL PROPERTY SYSTEM DETAIL DISPLAY OF PROPERTY		CT: 10:00 SNO: _____	
NFC-ID: GA00000000050		ORG CD: 7075		AGENCY CODE: 97	
PPCO: 70754575		PPCO DATE: 08 01 90 (MMDDYY)			
PROP CODE: 702504		DESCRIPT: ADP, PRINTER			
SERIAL NO: 3014446		NATL STOCK NO: 7025			
MODEL NO: LASERJET II		DOC TYPE: CONV		POSSESSION: 01	
ACQ DOC: 9011736		ACQ COST: \$1,200.00		VAR DEP:	
RECEIPT DATE: 07 01 90 (MMDDYY)		TYPE: N		COND CODE:	
MANUFACTURER: HP					
MISC NOTE 1: 024309		MISC NOTE 2:			
MASTER #:		STATUS:			
INVENTORY DATE:		ACCUM DEP: \$.00			
** HIT PF-10 TO RETURN TO CONDENSED LISTING					
*PF1=ADM MENU		PF2=ANOTHER REQUEST		PF3=INQUIRY MENU	
CLEAR=TERMINATE					

Figure 11. Detail Display Of Property Screen

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Property By PPCO (Condensed) (IQ03)

Property By PPCO (Condensed) is Option 3 on the Inquiry Menu (**Figure 6**). This option is used to query a condensed list of property items assigned to a specific Personal Property Custodial Officer.

To select this option, key in **3** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ03** at the SNO field. Press [Enter].

The Property By PPCO (Condensed) prompt screen (**Figure 12**) is displayed.

Instruction follow for using the functions in this option. Complete the field as described.

1 Enter PPCO (required, alphanumeric field; 8 positions.). Key in the Personal Property Custodial Officer number. Press [Enter].

The Property By PPCO (Condensed) list screen (**Figure 13**) is displayed.

A maximum of 14 property items appear on the screen at a time.

- To display the next page of records, press [PF5].
- To return to the previous page of records, press [PF6].
- To display the detail of a specific item, position the cursor next to the item, press [PF4].

Figure 12. Property By PPCO (Condensed) Prompt Screen

PPCO: 12258345	NFC-ID	SERIAL #	MANUFACTURER	PROP CODE	ORG
GA0000000001	005561	MMRX	MEMOREX	702502	1225
GA0000000002	1113610471	MMRX	MEMOREX	702101	1225
GA0000000003	G01031GE3676	HAYES	HAYES	589501	1225
GA0000000004	15000543	EPS	EPSON	702504	1225
GA0000000005	32210748	MMRX	MEMOREX	702503	1225
GA0000000006	A05200153576	HAYES	HAYES	589501	1225
GA0000000007	3559	BII	BARCODE INDUST	702508	1225
GA0000000008	3560	BII	BARCODE INDUST	702508	1225
GA0000000009	3557	BII	BARCODE INDUST	702508	1225
GA0000000010	3558	BII	BARCODE INDUST	702508	1225
GA0000000015	H100849	TOS	TOSHIBA	742002	1225
GA0000000016	354X88WC553	IBM	INTERNATIONAL	702502	1225
GA0000000017	1119379	IBM	INTERNATIONAL	702503	1225
GA0000000020	1113610476	MMRX	MEMOREX	702101	1225

Figure 13. Property By PPCO (Condensed) List Screen

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The Detail Display Of Property screen (**Figure 14**) is displayed.

- To return to the Property By PPCO (Condensed) list

screen, press [PF10].

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX		PERSONAL PROPERTY SYSTEM DETAIL DISPLAY OF PROPERTY		CT: 10:00 SNO: _____	
NFC-ID: GA00000000050		ORG CD: 7075		AGENCY CODE: 97	
PPCO: 70754575		PPCO DATE: 08 01 90 (MMDDYY)			
PROP CODE: 702504		DESCRIPT: ADP, PRINTER			
SERIAL NO: 3014446		NATL STOCK NO: 7025			
MODEL NO: LASERJET II		DOC TYPE: CONV		POSSESSION: 01	
ACQ DOC: 9011736		ACQ COST: \$1,200.00		VAR DEP:	
RECEIPT DATE: 07 01 90 (MMDDYY)		TYPE: N		COND CODE:	
MANUFACTURER: HP					
MISC NOTE 1: 024309		MISC NOTE 2:			
MASTER #:		STATUS:			
INVENTORY DATE:		ACCUM DEP: \$.00			
** HIT PF-10 TO RETURN TO CONDENSED LISTING					
*PF1=ADM MENU		PF2=ANOTHER REQUEST		PF3=INQUIRY MENU	
				CLEAR=TERMINATE	

Figure 14. Detail Display Of Property Screen

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Property By Serial Number (IQ04)

Property By Serial Number is Option 4 on the Inquiry Menu (**Figure 6**). This option is used to query property items by the serial number.

To select this option, key in **4** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ04** at the SNO field. Press [Enter].

The Property By Serial Number prompt screen (**Figure 15**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter Serial Number (*required, alphanumeric field; max. of 20 positions*). Key in the serial number of the property item. Press [Enter].

The Property By Serial Number Detail screen (**Figure 16**) is displayed.

Note: If the complete serial number is unknown, you may key in partial data at the Enter Serial Number prompt on the Property By Serial Number prompt screen (**Figure 15**), and press [PF12]. The system then provides the details (**Figure 16**) of all property items on the database beginning with the partial serial number(s) entered. Only one property item is displayed per screen.

- To display the next property record on the database, press [PF5].

- To return to the previous property record, press [PF6].

Continue pressing [PF5] or [PF6] until the desired property record is displayed or until all records have been displayed.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 10:02
IQ04                    **PROPERTY BY SERIAL NUMBER**      SNO: _____

ENTER SERIAL NUMBER:    >>  1

** DEPRESS      "ENTER" TO SEND DATA
** DEPRESS      "PF12" IF THIS IS A PARTIAL SERIAL NUMBER

*PF1=ADM MENU  PF2=ANOTHER REQUEST  PF3=INQUIRY MENU  CLEAR=TERMINATE
  
```

Figure 15. Property By Serial Number Prompt Screen

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 10:03
                        **PROPERTY BY SERIAL NUMBER**      SNO: _____

NFC-ID: GA0000000028    ORG CD: 1225                    AGENCY CODE: 97
PPCO: 12258345          PPCO DATE: 06 01 91 (MMDDYY)
PROP CODE: 702101       DESCRIPT: ADP, CPU (DIGITAL)
SERIAL NO: 101702859    NATL STOCK NO: 7021

MODEL NO: 7045.16       DOC TYPE: CONV                    POSSESSION: 01
ACO DOC: 9130090        ACO COST: $1,988.93    VAR DEP:
RECEIPT DATE: 11 01 90 (MMDDYY)  TYPE: C              COND CODE:
MANUFACTURER: MMRX      MEMOREX
MISC NOTE 1: 025860
MASTER #:
INVENTORY DATE:        MISC NOTE 2:
                        STATUS:
                        ACCUM DEP: $386.71

*PF5=NEXT PROPERTY RECORD          *PF6=PREVIOUS PROPERTY RECORD
*PF1=ADM MENU  PF2=ANOTHER REQUEST  PF3=INQUIRY MENU  CLEAR=TERMINATE
  
```

Figure 16. Property By Serial Number Detail Screen

Property By Model Number (Condensed) (IQ05)

Property By Model Number (Condensed) is Option 5 on the Inquiry Menu (**Figure 6**). This option is used to query a condensed list of property items by the model number.

To select this option, key in **5** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ05** at the SNO field. Press [Enter].

The Property By Model Number (Condensed) prompt screen (**Figure 17**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 **Enter Model Number** (*required, alphanumeric; max. of 17 positions*). Key in the model number. Press [Enter].

The Property By Model Number (Condensed) list screen (**Figure 18**) is displayed.

Note: If the complete model number is unknown, you may key in partial data at the Enter Model Number prompt on the The Property By Model Number (Condensed) prompt screen (**Figure 17**), and press [PF12]. The system then provides a condensed list (**Figure 18**) of all property items on the database beginning with the partial model number(s) entered.

A maximum of 14 property records appear on the screen at a time.

- To display the next page of records, press [PF5].
- To return to the previous page of records, press [PF6].
- To display the detail of a specific record, position the cursor next to the item and press [PF4].

Figure 17. Property By Model Number (Condensed) Prompt Screen

MODEL NUMBER	SERIAL #	MANUFACTURER	PROP CODE	ORG
100P				
NFC-ID				
GA0000000056	76021402	ROYAL ROYAL	742002	7075
GA0000000058	71475191	ROYAL ROYAL	742002	7075
GA0000000140	78017608	ROYAL ROYAL	742002	7075
GA0000000145	78017598	ROYAL ROYAL	742002	7075
GA0000000146	71475337	ROYAL ROYAL	742002	7075
GA0000000147	71490334	ROYAL ROYAL	742002	7075
GA0000000217	78017612	ROYAL ROYAL	742002	7075

Figure 18. Property By Model Number (Condensed) List Screen

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The Detail Display Of Property screen (**Figure 19**) is displayed.

- To return to the Property By Model Number (Con-

densed) list screen press [PF10].

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX	PERSONAL PROPERTY SYSTEM DETAIL DISPLAY OF PROPERTY	CT: 10:05 SNO: _____
NFC-ID: GA0000000147	ORG CD: 7075	AGENCY CODE: 97
PPCO: 70756895	PPCO DATE: 08 01 79 (MMDDYY)	
PROP CODE: 742002	DESCRIPT: CALCULATOR, DESK-TOP	
SERIAL NO: 71490334	NATL STOCK NO: 7420	
MODEL NO: 100P	DOC TYPE: CONV	POSSESSION: 01
ACQ DOC: 9112717	ACQ COST: \$130.13	VAR DEP:
RECEIPT DATE: 08 01 79 (MMDDYY)	TYPE: N	COND CODE:
MANUFACTURER: ROYAL ROYAL		
MISC NOTE 1: 2680	MISC NOTE 2:	
MASTER #:	STATUS:	
INVENTORY DATE:	ACCUM DEP: \$.00	
** HIT PF-10 TO RETURN TO CONDENSED LISTING		
*PF1=ADM MENU	PF2=ANOTHER REQUEST	PF3=INQUIRY MENU CLEAR=TERMINATE

Figure 19. Detail Display Of Property Screen

Property By Acq Document # (Condensed) (IQ06)

Property By Acq Document # (Condensed) is Option 6 on the Inquiry Menu (**Figure 6**). This option is used to query a condensed list of property items by the acquisition document number.

To select this option, key in **6** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ06** at the SNO field. Press [Enter].

The Property By Acq Document # (Condensed) prompt screen (**Figure 20**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter Document Numbr (required, alphanumeric; max. of 16 positions). Key in the acquisition document number. Press [Enter].

The Property By Acq Document # (Condensed) list screen (**Figure 21**) is displayed.

A maximum of 14 property records appear on the screen at a time.

- To display the next page of records, press [PF5].
- To return to the previous page of records, press [PF6].
- To display the detail of a specific record, position the cursor next to the item, press [PF4].

Figure 20. Property By Acq Document # (Condensed) Prompt Screen

NFC-ID	SERIAL #	MANUFACTURER	PROP CODE	RCPT	DATE
GA0000000054	73100251	MMRX MEMOREX	702503		11/01/90
GA0000000088	29490125	MMRX MEMOREX	702502		02/01/90
GA0000000090	C0292776	MMRX MEMOREX	702503		02/01/90
GA0000000091	195100945	MMRX MEMOREX	702101		02/01/90
GA0000000104	C0293372	MMRX MEMOREX	702503		02/01/90
GA0000000106	194900891	MMRX MEMOREX	702101		02/01/90
GA0000000108	29490738	MMRX MEMOREX	702502		02/01/90
GA0000000110	195100284	MMRX MEMOREX	702101		02/01/90
GA0000000111	C2697238	MMRX MEMOREX	702503		02/01/90
GA0000000136	29320266	MMRX MEMOREX	702502		10/01/89
GA0000000137	193000352	MMRX MEMOREX	702101		10/01/89
GA0000000138	03698109	MMRX MEMOREX	702503		10/01/89
GA0000000170	29480098	MMRX MEMOREX	702502		02/01/90
GA0000000171	C2697539	MMRX MEMOREX	702503		02/01/90

Figure 21. Property By Acq Document # (Condensed) List Screen

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The Detail Display of Property screen (**Figure 22**) is displayed.

- To return to the Property By Acq Document # (Con-

densed) list screen, press [PF10].

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX	PERSONAL PROPERTY SYSTEM DETAIL DISPLAY OF PROPERTY	CT: 10:07 SNO: _____
NFC-ID: GA0000000088 PPCO: 70754575 PROP CODE: 702502 SERIAL NO: 29490125	ORG CD: 7075 PPCO DATE: 04 01 90 (MMDDYY) DESCRIPT: ADP, TERMINAL/MONITOR NATL STOCK NO: 7025	AGENCY CODE: 97
MODEL NO: ACQ DOC: 9130090 RECEIPT DATE: 02 01 90 (MMDDYY) MANUFACTURER: MMRX MISC NOTE 1: 023046 MASTER #: INVENTORY DATE:	DOC TYPE: CONV ACQ COST: \$559.37 TYPE: C MISC NOTE 2: STATUS: ACCUM DEP: \$178.68	POSSESSION: 01 VAR DEP: COND CODE:
** HIT PF-10 TO RETURN TO CONDENSED LISTING		
*PF1=ADM MENU	PF2=ANOTHER REQUEST	PF3=INQUIRY MENU CLEAR=TERMINATE

Figure 22. Detail Display Of Property Screen

Property By Property Code (Condensed) (IQ07)

Property By Property Code (Condensed) is Option 7 on the Inquiry Menu (**Figure 6**). This option is used to query a condensed list of property items by the property code.

To select this option, key in **7** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ07** at the SNO field. Press [Enter].

Property By Property Code (Condensed) prompt screen (**Figure 23**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter Property Code (required, alphanumeric field; 6 positions). Key in the property code. Press [Enter].

Property By Property Code (Condensed) list screen (**Figure 24**) is displayed.

A maximum of 14 property records appear on the screen at a time, or a compatible function key, or a compatible function key.

- To display the next page of records, press [PF5].
- To return to the previous page of records, press [PF6].
- To display the detail of a specific record, position the cursor next to the item, press [PF4].

Figure 23. Property By Property Code (Condensed) Prompt Screen

PPCO	NFC-ID	SERIAL #	MANUFACTURER	PROP CODE	ORG
GA0000000001	005561	MMRX	MEMOREX	702502	1225
GA0000000002	1113610471	MMRX	MEMOREX	702101	1225
GA0000000003	G01031GE3676	HAYES	HAYES	589501	1225
GA0000000004	15000543	EPS	EPSON	702504	1225
GA0000000005	32210748	MMRX	MEMOREX	702503	1225
GA0000000006	A05200153576	HAYES	HAYES	589501	1225
GA0000000007	3559	BII	BARCODE INDUST	702508	1225
GA0000000008	3560	BII	BARCODE INDUST	702508	1225
GA0000000009	3557	BII	BARCODE INDUST	702508	1225
GA0000000010	3558	BII	BARCODE INDUST	702508	1225
GA0000000015	H100849	TOS	TOSHIBA	742002	1225
GA0000000016	354X88WC553	IBM	INTERNATIONAL	702502	1225
GA0000000017	1119379	IBM	INTERNATIONAL	702503	1225
GA0000000020	1113610476	MMRX	MEMOREX	702101	1225

Figure 24. Property By Property Code (Condensed) List Screen

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The Detail Display Of Property screen (**Figure 25**), is displayed.

- To return to the Property By Property Code (Con-

densed) list screen (**Figure 24**), press [PF10].

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX	PERSONAL PROPERTY SYSTEM DETAIL DISPLAY OF PROPERTY	CT: 10:16 SNO: _____
NFC-ID: GA0000009999	ORG CD: 1225	AGENCY CODE: 97
PPCO: 12258345	PPCO DATE: 12 02 91 (MMDDYY)	
PROP CODE: 440033	DESCRIPT: 13-IN. COLOR MONITOR	
SERIAL NO: CZX90086	NATL STOCK NO: 7730	
MODEL NO:	DOC TYPE: CON	POSSESSION: 01
ACQ DOC:	ACQ COST: \$1,650.00	VAR DEP:
RECEIPT DATE: 11 15 91 (MMDDYY)	TYPE: C	COND CODE: 5
MANUFACTURER: 001111WORLD OF ELECTRONIC		
MISC NOTE 1:	MISC NOTE 2:	
MASTER #:	STATUS: **EXCESS**	
INVENTORY DATE:	ACCUM DEP: \$5.73	
** HIT PF-10 TO RETURN TO CONDENSED LISTING		
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=INQUIRY MENU CLEAR=TERMINATE		

Figure 25. Detail Display Of Property Screen

Property By Excess Report Number (IQ08)

Property By Excess Report Number is Option 8 on the Inquiry Menu (**Figure 6**). This option is used to query excess property items by the excess report number.

To select this option, key in 8 at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ08** at the SNO field. Press [Enter].

The Display Excess Report prompt screen (**Figure 26**) is

displayed. Instructions follow for using the functions in this option. Complete the field as described.

1 **Enter Excess Report Number** (*required, alphanumeric field; max. of 15 positions*). Key in the excess report number to query a specific item that has been declared excess. Press [Enter].

The Display Excess Report Detail screen (**Figure 27**) is displayed.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

```

DATE: XX/XX/XX          ** PERSONAL PROPERTY SYSTEM **          CT: 10:17
IQ08                    ** DISPLAY EXCESS REPORT **              SNO: _____

*** ENTER EXCESS REPORT NUMBER: 1 ***

** DEPRESS "ENTER" TO SEND DATA **

PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
  
```

Figure 26. Display Excess Report Prompt Screen

```

DATE: XX/XX/XX          ** PERSONAL PROPERTY SYSTEM**          CT: 10:18
                        ** DISPLAY EXCESS REPORT **              AGENCY: 97
NFC-ID: GA0000000020    AO NO 1225
ACQ DT: 06 01 91        ACQ COST 0 00
NSN: 7021               MFG: MMRX    MEMOREX    SER: 1113610476
DESCRIPTION: ADP, CPU (DIGITAL)          MODEL: 7045.16
***** ENTER DATA BELOW *****
RPT NO: 05123420130001    COND CD: 5    AUTOMATIC RELEASE DATE
***SEND DISPOSAL INSTRUCTIONS TO:***
CAROLE JONES, GAO, PROP. REG. OFF
P.O. BOX 09904
LANDOVER                MD 00948
FTS:                    COM: 235 009 4448
*****LOCATION OF PROPERTY:*****
GAO, PROPERTY DIVISION OFFICE
55 LANE ROAD, ROOM 901D
WASHINGTON              DC 20013
FTS:                    COM: 202 447 9058
NOTES: TO OBTAIN SPECIFIC DETAILS ABOUT THE EXCESS ITEM, ASK FOR JOHN
PAUL.
PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=INQUIRY MENU      CLEAR=TERMINATE
  
```

Figure 27. Display Excess Report Detail Screen

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Excess Property (IQ09)

Excess Property is Option 9 on the Inquiry Menu (Figure 6). This option is used to query excess property items.

To select this option, key in **09** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ09** at the SNO field. Press [Enter].

The Browse Excess Property prompt screen (Figure 28) is displayed.

Instructions follow for using the functions in this option. Complete the fields as described.

1 Department (required, alphanumeric field; max. of 4 positions). Key in **GAO**.

2 Federal Supply Code (required, numeric field; max. of 4 positions). Key in the first four positions of the Na-

tional Stock Number **or** key in the first two positions of the Federal Supply Class code to view data by FSC group. The cursor automatically moves to the State field if all four positions are entered.

3 State (optional, alpha field; 2 positions). Key in the abbreviated alpha state code to view excess items in a particular state **or** leave blank to view excess items for all states. The cursor automatically moves to the Cond Code field if a state is entered.

4 Cond Code (optional, alphanumeric field; max. of 2 positions). Key in the disposal condition code to view excess property with a specific condition code **or** leave blank to view all excess items, regardless of the condition code. Press [Enter].

The Browse Excess Property list screen (Figure 29) is displayed.

DATE: XX/XX/XX
IQ09

PERSONAL PROPERTY SYSTEM
BROWSE EXCESS PROPERTY

CT: 10:19
SNO: _____

DEPARTMENT: 1 FEDERAL SUPPLY CODE: 2 STATE: 3 COND CODE: 4

NOTE: TWO POSITIONS FOR FS GROUP OR FOUR POSITIONS FOR FEDERAL SUPPLY CLASS
NOTE: REQUESTED STATE" IN STATE FIELD OR BLANK" FOR ALL" STATES
NOTE: REQUESTED COND" IN COND-CODE FIELD OR BLANK" FOR ALL" COND

** DEPRESS "ENTER" TO SEND DATA

PF1=ADM MENU PF2=ANOTHER REQUEST PF3= INQUIRY MENU CLEAR = TERMINATE

Figure 28. Browse Excess Property Prompt Screen

DATE: XX/XX/XX
FSC: 70

STATE: ALL

PERSONAL PROPERTY SYSTEM
BROWSE EXCESS PROPERTY

CT: 10:20
SNO: _____

DATE OF ACQUISITION	QUANTITY	COND CODE	DESCRIPTION	STATE
09/01/91	1	3	ADP, TERMINAL/MONITOR	DC
06/01/91	1	5	ADP, CPU (DIGITAL)	DC

PF1=ADM MENU PF2=ANOTHER REQUEST PF3= INQUIRY MENU PF4 = TRANSFER TO DETAIL SCREEN
CLEAR = TERMINATE

Figure 29. Browse Excess Property List Screen

The Request For Property screen (**Figure 30**) is displayed.

Note: At this time, the Excess option is primarily used by GAO to declare property items excess for reporting to GSA. GAO will not complete the Transfer Order portion of **Figure 30** to request excess property. NFC will forward (via transmission) all GAO declared excess property to GSA for disposition.

- To return to the Browse Excess Property list screen (**Figure 29**), press [PF4].
- To return to the Browse Excess Property prompt screen (**Figure 28**), press [PF2].
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Figure 29 is a list of the property items that have been declared excess based on the type of information entered at **Figure 28**. It provides the date the item was acquired, quantity, condition code, a brief description of the item, and the state where the excess item is located.

A maximum of 14 excess property items appear on the screen at a time.

- To display the next page of excess property items, press [PF5].
- To return to the previous page of records, press [PF6].
- To display the detail of a specific excess property item, position the cursor next to the item, press [PF4].

```

DATE: XX/XX/XX          *** REQUEST FOR PROPERTY          *** CT: 10:20
NFC-ID: GA0000000020    DESC: ADP, CPU (DIGITAL)          UI:
NSN: 7021                SER: 1113610476                  MOD 7045.16
AGENCY 97 ACQ AMT        $.00 ACQ DATE: 06 01 91          MFG MMRX    MEMOREX
RPT NO: 05123420130001   COND CD: 5   ARD :              QTY:          1
***SEND DISPOSAL INSTRUCTIONS TO:*** *****            TRANSFER ORDER *****
CAROLE JONES, GAO, PROP. REG. OFF                        *SHIP
P.O. BOX 09904                                             * TO
LANDOVER                                                  *
FTS:              COM: 235 009 4448                       * FTS
MD 00948                                                  *SHIP
*****LOCATION OF PROPERTY:***** *INST                   *APP
GAO, PROPERTY DIVISION OFFICE                            ** QTY
55 LANE ROAD, ROOM 901D                                  **
WASHINGTON DC 20013                                     **
FTS:              COM: 202 447 9058                       **
TO OBTAIN SPECIFIC DETAILS ABOUT TH                       *
E EXCESS ITEM, ASK FOR JOHN PAUL.                        *
PF1=ADM MENU      PF2=ANOTHER REQUEST                    PF3=INQUIRY      PF4= RETURN  CLEAR=TERM
  
```

Figure 30. Request For Property Screen

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Leased Property (Condensed) (IQ10)

Leased Property (Condensed) is Option 10 on the Inquiry Menu (**Figure 6**). This option is used to query a condensed list of leased property by the organization code.

To select this option, key in **10** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ10** at the SNO field. Press [Enter].

The Leased Property By Organization (Condensed) prompt screen (**Figure 31**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter Org Code (required, alphanumeric field; 4 positions). Key in the 4-position organization code. Press [Enter].

The Leased Property By Organization (Condensed) list screen (**Figure 32**) is a list of the leased property items on the PROP database. It provides the NFC ID, manufacturer, organization code, lease end date, property code, and lessor.

A maximum of 14 property records appear on the screen at a time.

- To display the next page of records, press [PF5].
- To return to the previous page of records, press [PF6].
- To display the detail of a specific record, position the cursor next to the item, press [PF4].

Figure 31. Leased Property By Organization (Condensed) Prompt Screen

Figure 32. Leased Property By Organization (Condensed) List Screen

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The Detail Display Of Property screen (**Figure 33**) is displayed.

- To return to the Leased Property (Condensed) list

screen (**Figure 32**), press [PF10].

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX		PERSONAL PROPERTY SYSTEM DETAIL DISPLAY OF PROPERTY		CT: 10:21 SNO: _____	
NFC-ID: GA0000000515		DESCRIPTION: MISCELLANEOUS PROPERTY			
ORG.CD: 1225		AGENCY CODE: 97			
PPCO: 12258868		PPCO DATE: 08 03 87 (MMDDYY)			
DOC TYPE: LEAS		ACQ.DOCUMENT: 7112561			
MASTER ID #:		COND CD:			
NATL STOCK NO: 9999		PROP CODE: 999999			
MODEL NO:		SERIAL NO:			
MANUFACTURER: IBM		INTERNATNL BUSINESS MACHINES			
POSSESSION CD: 02		LEASED AMOUNT: \$325.00			
LEASE START DATE		LEASE END DATE: 07 01 92 (MMDDYY)			
LESSOR: ACME		RECEIPT DATE: 06 25 87 (MMDDYY)			
MISC DATA 1:		CONVERSION DATE: 070192 (MMDDYY)			
INVENTORY DATE:		STATUS: **LEASED**			
** HIT PF-10 TO RETURN TO CONDENSED LISTING					
*PF1=ADM MENU		PF3=INQUIRY MENU		CLEAR=TERMINATE	

Figure 33. Detail Display Of Property Screen

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Lease To Purchase Property (Condensed) (IQ11)

Lease To Purchase Property (Condensed) is Option 11 on the Inquiry Menu (**Figure 6**). This option is used to query a condensed list of lease to purchase property by the organization code.

To select this option, key in **11** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ11** at the SNO field. Press [Enter].

The LTOP Property By Organization (Condensed) prompt screen (**Figure 34**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter Org Code (required, alphanumeric field; 4 positions). Key in the 4-position organization code. Press [Enter].

LTOP Property By Organization (Condensed) list screen (**Figure 35**) is displayed.

A maximum of 14 property records appear on the screen at a time.

- To display the next page of records, press [PF5].
- To return to the previous page of records, press [PF6].
- To display the detail of a specific record, position the cursor next to the item, press [PF4].

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 10:28
IQ11                    *LTOP PROPERTY BY ORGANIZATION (CONDENSED)*  SNO: _____

ENTER ORG CODE: _____

** DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=INQUIRY MENU    CLEAR=TERMINATE
  
```

Figure 34. LTOP Property By Organization (Condensed) Prompt Screen

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 12:55
                        *LTOP PROPERTY BY ORGANIZATION (CONDENSED)*  SNO: _____

ORGANIZATION CODE: 1234
NFC&ID      MANUFACTURER      CONV DT  PROP CD      LESSOR
GA0000000077 999999CASIE CORP 07/12/97 702512   JOE BLOE

*ALL LTOP RECORDS FOR THIS ORGANIZATION DISPLAYED ABOVE
*TO DISPLAY ITEM DETAIL, PLACE CURSOR NEXT TO ITEM & HIT PF&4

*PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=INQUIRY MENU    CLEAR=TERMINATE
  
```

Figure 35. LTOP Property By Organization (Condensed) List Screen

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The Detail Display Of Property screen (**Figure 36**) is displayed.

- To return to the Lease To Purchase Property (Con-

densed) list screen, press [PF10].

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX	PERSONAL PROPERTY SYSTEM DETAIL DISPLAY OF PROPERTY	CT: 10:22 SNO: _____
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">NFC-ID: GA0000000222 ORG.CD: 1225 PPCO: 12258345 DOC TYPE: LTOP MASTER ID #: NATL STOCK NO: 2200 MODEL NO: MANUFACTURER: XER XEROX CORP. POSSESSION CD: 03 LEASE START DATE 10 30 91 (MMDDYY) LESSOR: **NONE ASSIGNED** MISC DATA 1: INVENTORY DATE:</div><div style="width: 45%;">DESCRIPTION: LASER PRINTER AGENCY CODE: 97 PPCO DATE: 10 20 91 (MMDDYY) ACQ.DOCUMENT: COND CD: PROP CODE: 220000 SERIAL NO: LEASED AMOUNT: \$4,000.00 LEASE END DATE: 10 30 92 (MMDDYY) RECEIPT DATE: 10 20 91 (MMDDYY) CONVERSION DATE: 103092 (MMDDYY) STATUS: **LEASED**</div></div>		
** HIT PF-10 TO RETURN TO CONDENSED LISTING		
*PF1=ADM MENU	PF3=INQUIRY MENU	CLEAR=TERMINATE

Figure 36. Detail Display Of Property Screen

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Property History (IQ12)

Property History is Option 12 on the Inquiry Menu (Figure 6). This option is used to query the history record of a specific property item.

To select this option, key in **12** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ12** at the SNO field. Press [Enter].

The Property History prompt screen (Figure 37) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID. The first two positions of the NFC ID are alpha characters and represent the department code, i.e., **GA**. Press [Enter].

The Master Record screen (Figure 38) is displayed.

At the first history record, PROP indicates if the property item queried is the basic or the component property item.

- To view the basic or component property item, press [PF10].
- To return to the screen which displays the basic or component record, press [PF11].

Figure 37. Property History Prompt Screen

Figure 38. Master Record Screen

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- To display the property history, press [PF4].
- To display the next history record, press [PF5].
- To display the previous history record, press [PF6].
- To return to the current property master, press [PF4].
- To display the property notes, press [PF12].
- To return to the property master, press [PF8].
- To view the property warranty record data, press [PF7].
- To return to the property master, press [PF8].
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Depreciation (IQ13)

Depreciation is Option 13 on the Inquiry Menu (**Figure 6**). This option is used to query the depreciation record of a specific property item.

To select this option, key in **13** at the *Enter Selection* prompt on the Inquiry Menu, **or** at any PROP screen, key in **IQ13** at the SNO field. Press [Enter].

The Depreciation prompt screen (**Figure 39**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID. The first two positions of

the NFC ID are alpha characters and represent the department code, i.e., **GA**. Press [Enter].

The Depreciation Detail screen (**Figure 40**) is displayed.

A maximum of 7 lines of depreciation records appear on the screen at a time.

- To display the next page of depreciation records, press [PF5].
- To return to the previous page of depreciation records, press [PF6].
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Figure 39. Depreciation Prompt Screen

Figure 40. Depreciation Detail Screen

Transaction Menu

Transaction Menu is Option 2 on the Administrative Menu (**Figure 5**). The Transaction Menu is used for data entry, updating and reporting, of property transactions and PPCO information.

To select this option, key in **2** at the *Enter Selection* prompt on the Administrative Menu, **or** at any PROP screen, key in **TRMU** or **AD02** at the SNO field. Press [Enter].

The Transaction Menu (**Figure 41**) is displayed.

To select an option from the Transaction Menu use one of two methods:

- Key in the option number at the *Selection Code* prompt.
- Key in the 4-character screen number identifier (SNO) at the SNO field in the top right corner of the screen.

Following is a brief description and the SNO of each option:

1. Acquisitions/Modifications Menu (SNO: **ACMU** or **TR01**). This menu provides a list of options used to establish or modify property masters maintained in the PROP database.

2. Transfers Menu (SNO: **TFMU** or **TR02**). This menu provides a list of options used to transfer property items into or within the PROP database.

3. Reporting Change Of Status Menu (SNO: **CSMU** or **TR03**). This menu provides a list of options used to change the status of property items maintained in the PROP database.

4. Deletions Menu (SNO: **DLMU** or **TR04**). This menu provides a list of options used to annotate a property item as deleted.

5. PPCO Inventory Update (SNO: **TR05**). This option is used to enter the date of the last physical inventory for a specific PPCO.

6. Mass PPCO Change (SNO: **TR06**). This option is used to perform a mass transfer of accountable property between PPCO's.

```
DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 10:32
TRMU                   * TRANSACTION MENU *                SNO: _____

SELECT ONE:                                SELECTION CODE:
1. ACQUISITIONS / MODIFICATIONS MENU
2. TRANSFERS MENU
3. REPORTING CHANGE OF STATUS MENU
4. DELETIONS MENU
5. PPCO INVENTORY UPDATE
6. MASS PPCO CHANGE

** DEPRESS ENTER AFTER ENTERING SELECTION CODE ABOVE.
```

Figure 41. Transaction Menu

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Acquisitions/Modifications Menu

Acquisitions/Modifications Menu is Option 1 on the Transactions Menu (Figure 41). The Acquisitions/Modify Menu provides options that are used to establish/modify property items in the PROP database.

To select this option, key in **I** at the Selection Code prompt on the Transaction Menu, **or** at any PROP screen, key in **ACMU** or **TR01** at the SNO field. Press [Enter].

The Acquisitions/Modify Menu (Figure 42) is displayed.

Following is a brief description and the SNO for each option:

1. New Acquisitions (SNO: AC01). This option is used to complete the required fields in the property master file for those items acquired through use of a procurement document. After this option is selected, the New Acquisition screen is displayed for completion of required fields to establish the property master and update the PROP database. The document type for this option is ACQ. (See Figure 43 for a screen exhibit of Option 1 with data entry instructions.)

2. Found (SNO: AC02). This option is used to record accountable items in the PROP database that have been physically found and must be added to the inventory. After this option is selected, the Found screen is displayed for completion of required data fields to update the PROP database. The document type for this option is FND. (See Figure 46 for a screen exhibit of Option 2 with data entry instructions.)

3. Donated (SNO: AC03). This option is used to record accountable items in the PROP database that have been acquired through a donation from a source outside of GAO and must be added to the inventory. Once this option is selected, the Donation screen is displayed for completion of required data fields to update the PROP database. The doc-

ument type for this option is DON. (See Figure 47 for a screen exhibit of Option 3 with data entry instructions).

4. Construction (SNO: AC04). This option is used to record accountable items in the PROP database that have been acquired via construction and must be added to the inventory. Once this option is selected, the Construction screen is displayed for completion of required data fields to update the PROP database. The document type for this option is CON. (See Figure 48 for a screen exhibit of Option 4 with data entry instructions.)

5. Transfer From Another Agency (SNO: AC05). This option is used to record accountable items in the PROP database that have been acquired via transfers to GAO from another Federal agency and must be added to the inventory. Once this option is selected, the Transfer From Another Agency screen is displayed for completion of required data fields to update the PROP database. The document type for this option is TRNS. (See Figure 49 for a screen exhibit of Option 5 with data entry instructions.)

6. Loaned (SNO: AC06). This option is used to record accountable items in the PROP database that are on loan to another agency or are on loan from another agency. This option is also used for property items on loan to and from an organization other than a Federal agency. After this option is selected, the Loaned screen is displayed for completion of required data fields to update the PROP database.

The document type for this option is LND. (See Figure 50 for a screen exhibit of Option 6 with data entry instructions.)

7. Leased (SNO: AC07). This option is used to record accountable items in the PROP database acquired via a lease or a lease-to-purchase basis. After this option is selected, the Leased Property screen is displayed for completion of required data fields to update the PROP database. (See Figure 51 for a screen exhibit of Option 7 with data entry instructions.)

```
DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 14:13
ACMU                    ACQUISITION/MODIFY MENU          SNO: _____

SELECT ONE:

1. NEW ACQUISITIONS
2. FOUND
3. DONATED
4. CONSTRUCTION
5. TRANSFER FROM ANOTHER AGENCY
6. LOANED
7. LEASED
8. MODIFY PROPERTY MASTER
9. CHANGE LEASE DATA
10. REACTIVATE PROPERTY ITEM
11. GOP HELD BY CONTRACTOR

EnTER SELECTION:> _____
** DEPRESS ÖENTERÖ AFTER ENTERING SELECTION CODE ABOVE
PFÖ1=ADNM MENU      PFÖ2=MAIN TRANSACTION MENU      CLEAR=TERMINATE PROCESSING
```

Figure 42. Acquisition/Modify Menu

8. Modify Property Master (SNO: AC08). This option is used to modify an existing property master record. After this option is selected, you are prompted to key in the NFC ID. The Modify Property Master screen, the detailed property master record, is displayed for you to modify certain fields to update the PROP database. (See **Figure 52** and **53** for screen exhibits of Option 8 with data entry instructions.)

9. Change Lease Data (SNO: AC09). This option is used to modify existing lease or lease-to-purchase data established in the master file. After this option is selected, you are prompted to key in the NFC ID. The Change Lease Data screen, the detailed property master record, is displayed for you to modify certain fields to update the PROP database. (See **Figure 54** and **55** for screen exhibits of Option 9 with data entry instructions.)

10. Reactivate Property Items (SNO: AC10). This

option is used to reactivate a property master record that has been previously placed in an inactive status. After this option is selected, you are prompted to key in the NFC ID. The Reactivate Property Item screen, the detailed property master record, is displayed for you to reactivate the record. **Note:** GAO has not yet established its purge criteria. (See **Figure 56** and **57** for screen exhibits of Option 10 with data entry instruction.)

11. GOP Held By Contractor (SNO: AC11). This option is used to record accountable property items that are being held/used by a contractor. After this option is selected, you are prompted to key in the NFC ID. The GOP Held By Contractor Or Grantee screen is displayed for completion of required fields to update the PROP database. (See **Figure 58** for a screen exhibit of Option 11 with data entry instructions.)

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New Acquisitions (AC01)

New Acquisitions is Option 1 on the Acquisition/Modify Menu (**Figure 42**). This option is used to establish a property master for an item **captured** via one of the feeder systems.

To select this option, key in 1 at the *Enter Selection* prompt on the Acquisition/Modify Menu, or at any PROP screen, key in **AC01** at the SNO field. Press [Enter].

The New Acquisitions screen (**Figure 43**) is displayed.

Instructions follow for using the functions in this option. Complete the fields as described.

1 NFC ID (*required, alphanumeric field; 12 positions*). Key in the NFC ID. The first two positions represent the department code and must be **GA**.

2 Org. Code (*no entry is required, alphanumeric field; 4 positions*). This field is system generated.

3 Agency Code (*no entry is required, alphanumeric field; 2 positions*.) This field is system generated.

4 PPCO No (*required, alphanumeric field; 8 positions*). Key in the 8-position Personal Property Custodial Officer number. The custodial officer number **must** be valid and already established in the PPCO Table.

5 PPCO Date (*required, numeric field; 6 positions*). Key in the date as MMDDYY to indicate when the Custodial Officer received accountability for the property item.

6 PROP Code (*required, alphanumeric field; 6 positions*). Key in the 6-position property code for the type of

item. **Note:** The first four positions are the Federal Supply Class code, and the last two positions are assigned by GAO.

7 Descript (*no entry is required, alphanumeric field; max. of 35 positions*). This field is system generated.

8 Serial No (*optional, alphanumeric field; max. of 20 positions*). Key in the serial number of the property item, if applicable.

9 Natl Stock No (*no entry is required, alphanumeric field; 4 positions*). This field is system generated.

10 Model No (*optional, alphanumeric field; max. of 17 positions*). Key in the model number of the property item, if applicable.

11 Doc Type (*optional, alphanumeric field; max. of 4 positions*). This field is system generated with ACQ, i.e., Acquisition. Other valid system generated document types are:

Document Type	Description
CON	Construction
DON	Donation
FND	Found
LEAS	Agency Leased
LND	Loaned
LTOP	Lease To Purchase
TRANS	Transfer From Another Agency

DATE: XX/XX/XX
AC01

PERSONAL PROPERTY SYSTEM
***** NEW ACQUISITION *****

CT: 08:33
SNO: _____

NFC ID: _____
PPCO NO: _____
PROP CODE: _____
SERIAL NO: _____

ORG.CODE: _____
PPCO DATE: ____ (MMDDYY)
DESCRPT: _____
NATL STOCK NO: _____

AGENCY CODE: 97

MODEL NO: _____
ACQ.DOCUMENT: _____
RECEIPT DATE: ____ (MMDDYY)
MFG.NAME: _____
MISC DATA 1: _____
MASTER ID (IF COMPONENT): _____

DOC TYPE: ACQ
ACQ.COST: _____
TYPE: _

POSSESSION CD: 01
VAR.DEP: ____ (MOS)
COND CD: ____

MISC DATA 2: _____

*DEPRESS ENTER TO ENTER DATA
*PF1=ADM MENU PF2=NEW REQUEST

*PF10=TO UPDATE PROPERTY MASTER
PF6=REPEAT DATA PF3=TRANS MENU CLEAR=TERM

Figure 43. New Acquisition Screen

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[12] Possession Cd (*no entry is required, alphanumeric field; max. of 2 positions*). The field is system generated. with **01**, i.e., Agency-Owned. Other valid system generated possession codes are:

Code	Description
02	Agency-Leased
03	Lease-To-Purchase
04	Government Owned Property (GOP)
05	Loaned

[13] Acq Document (*required, alphanumeric field; max. of 16 positions*). Key in the number of the procurement document.

[14] Acq Cost (*required, numeric field; max. of 10 positions*). Key in the acquisition cost of the property item.

[15] Var Dep. (*optional, numeric field; max. of 3 positions*). Key in the number of months indicating a depreciation schedule other than the normal depreciation schedule. **Note:** This field is valid only for Type C property. If left blank, the depreciation is based on the normal method, which is the useful life of the property item based on the property code.

[16] Receipt Date (*required, numeric field; 6 positions*). Key in the date as **MMDDYY** indicating when the property item was acquired/received.

[17] Type (*required, alpha field; 1 position*). Key in the type code to indicate the type of property. Valid type codes are:

Code	Description
C	Capitalized Property
L	Leased Property
N	Non-Capitalized
P	GAO Property Acquired Under Lease-To-Purchase
T	Lease-To-Purchase; Not Yet Purchased By GAO

[18] Cond Cd (*optional, alphanumeric field; max. of 2 positions*). Key in the disposal/supply condition code of the property item. **Note:** If two positions are entered, key in the supply code in position one, and key in the disposal code in position two.

Code	Description
1	Unused – Good
2	Unused – Fair
3	Unused – Poor
4	Used – Good
5	Used – Fair

6	Used – Poor
7	Repairs Required (15% or less of acquisition cost)
8	Repairs Required (16%–40% of acquisition cost)
9	Repairs Required (40%–65% of acquisition cost)
X	Salvage
S	Scrap
A	Serviceable – Issuably Without qualification
B	Serviceable – Issuably With Qualification
C	Serviceable – Priority Issue (less than 3 months old)
D	Serviceable – Test–Modification
E	Serviceable – Minor Repairs
F	Unserviceable – Repairable
G	Unserviceable – Incomplete
H	Unserviceable – Condemned
S	Scrap

[19] Mfg Name (*required, alphanumeric field; max. of 15 positions*). Key in the manufacturer code. The manufacturer’s name is system generated in the remaining positions and is the name maintained in the Manufacturer Code Table for the code entered.

[20] Misc Data 1 (*optional, alphanumeric field; max. of 15 positions*). Key in any remarks or notes pertinent to the property item.

[21] Misc Data 2 (*optional, alphanumeric field; max. of 15 positions*). Key in any remarks or notes pertinent to the property item.

[22] Master ID (If Component) (*optional, alphanumeric field; 12 positions*). Key in the basic/master NFC ID number if this item is a component of another property item.

After all data is entered, press [Enter]. If the data passes system edits, the message PF10 To Update Property Master is displayed near the bottom of the screen. If the data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To The “PMIS” Master* is displayed near the bottom of the screen.

After the property master is established in PROP, other data may be added to the master file by using PF keys as follows:

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- To add notes, press [PF4].

The New Acquisition Notes screen (**Figure 44**) is displayed.

The notes information screen provides ten 78-character, unstructured lines for you to key in any data pertinent to the property item. Key in the data as needed and press Enter. The message *The “Notes” Listed Above Have Been Added To The “PMIS” Master* is displayed near the bottom of the screen.

- To return to the master record, press [PF9].
- To modify the newly established property master, press [PF5].
- To add warranty data, press [PF11].

The Warranty Information screen (**Figure 45**) is displayed. Complete the following fields as described.

1 Contract No (*optional, alphanumeric field; max. of 20 positions*). Key in the warranty contract number, if applicable.

2 Start Date (*required, numeric field; 6 positions*). Key in the beginning date of the warranty contract as **MMDDYY**. For example, May 1, 1991, is keyed in as **050191**. The cursor automatically moves to the End Date field.

3 End Date (*required, numeric field; 6 positions*). Key in the ending date of the warranty contract as **MMDDYY**. For example, December 1, 1992, is keyed in as **120192**. The cursor automatically moves to the Vendor Name field.

4 Vendor Name (*required, alphanumeric field; max. of 35 positions*). Key in the name of the vendor providing the warranty.

```

AC02                ***** NEW ACQUISITION ***** SNO: _____

***ENTER NOTES BELOW AND HIT ENTER

____
____
____
____
____
____
____
____
____
____

* DEPRESS ENTER TO SEND DATA

*PF1=ADM MENU  PF2=NEW REQUEST  PF6=REPEAT DATA  PF3=TRANS MENU  CLEAR=TERM
  
```

Figure 44. New Acquisition Notes Screen

```

DATE: XX/XX/XX      PERSONAL PROPERTY SYSTEM      CT: 15:18
AC02                ***WARRANTY INFORMATION***      SNO: _____

CONTRACT NO: _____ (IF ANY)

START DATE: __ __ __ (MMDDYY)  END DATE: __ __ __ (MMDDYY)

VENDOR NAME: _____
ADDRESS: _____
CITY: _____ STATE: __ ZIP: _____
TELEPHONE: __ __ __

VENDOR CONTACT: _____
                _____
                _____

* DEPRESS ENTER TO SEND DATA

*PF1=ADM MENU  PF2=NEW REQUEST  PF6=REPEAT DATA  PF3=TRANS MENU  CLEAR=TERM
  
```

Figure 45. Warranty Information Screen

5 Address. (*required, alphanumeric field; max. of 70 positions*). Key in the vendor's complete address (2 lines, 35 spaces each). **Only one address line is a required entry.**

6 City (*required, alphanumeric field; max. of 20 positions*). Key in the city.

7 State (*required, alphanumeric field; 2 positions*). Key in the 2-position abbreviated (alpha) state code. The cursor automatically moves to the ZIP field.

8 ZIP (*required, numeric field; 5 positions*) Key in the 5-digit required ZIP code plus the optional ZIP+4 code.

9 Telephone (*optional, alphanumeric field; max. of 10 positions*). Key in the vendor's telephone number, starting with the area code. The cursor automatically moves to the Vendor Contact field, if an entry is made.

10 Vendor Contract (*optional, alphanumeric field; max. of 72 positions*). Key in any information such as a

representative's name, a service department location, a manager, etc. in the three available lines.

After all warranty data is entered, press [Enter]. If the data passes system edits, the message *The "Warranty Information" Listed Above Has Been Added To The "PMIS" Master* is displayed near the bottom of the screen. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Note: Because the fields for Options 2 through 7 and Option 11 are nearly identical to those in Option 1, the entry instructions are not repeated for these options. However, where there are different fields for any of these options, entry instructions are provided.

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Found (AC02)

Found is Option 2 on the Acquisition/Modify Menu (**Figure 42**). This option is used to establish a property master for an item that has been physically found.

To select this option, key in **2** at the *Enter Selection* prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in **AC02** at the SNO field. Press [Enter].

The Found screen (**Figure 46**) is displayed.

Key in the applicable data in accordance with the entry instructions provided under **Option 1, New Acquisitions**. The system generates **FND** in the Doc Type field.

After all data is entered, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed near the bottom of the screen. If the data

does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To the "PMIS" Master* is displayed near the bottom of the screen.

After completing all data entry, press the applicable PF key as displayed near the bottom of the screen, or key in the appropriate SNO to access another screen, or press Clear to terminate the session.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX AC02		PERSONAL PROPERTY SYSTEM ***** FOUND *****		CT: 09:14 SNO: _____	
NFC ID: _____		ORG.CODE: _____		AGENCY CODE: 97	
PPCO NO: _____		PPCO DATE: ____ _ (MMDDYY)			
PROP CODE: _____		DESCRIPT: _____			
SERIAL NO: _____		NATL STOCK NO: _____			
MODEL NO: _____		DOC TYPE: FND		POSSESSION CD: 01	
ACQ.DOCUMENT: _____		ACQ.COST: _____		VAR.DEP: ____ (MOS)	
RECEIPT DATE: ____ _ (MMDDYY)		TYPE: _		COND CD: ____	
MFG.NAME: _____					
MISC DATA 1: _____		MISC DATA 2: _____			
MASTER ID (IF COMPONENT): _____					
<p>*DEPRESS ENTER TO ENTER DATA *PF10=TO UPDATE PROPERTY MASTER</p> <p>*PF1=ADM MENU PF2=NEW REQUEST PF6=REPEAT DATA PF3=TRANS MENU CLEAR=TERM</p>					

Figure 46. Found Screen

Donated (AC03)

Donated is Option 3 on the Acquisition/Modify Menu (**Figure 42**). This option is used to establish a property master for an item that has been acquired through a donation.

To select this option, key in **3** at the *Enter Selection* prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in **AC03** at the SNO field. Press [Enter].

The Donation screen (**Figure 47**) is displayed.

Key in the applicable data in accordance with the entry instructions provided for **Option 1, New Acquisitions**. The system generates **DON** in the Doc Type field.

After all data is entered, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed near the bottom of the screen. If the data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated. After all data is corrected, press [F10]. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed near the bottom of the screen.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX AC03		PERSONAL PROPERTY SYSTEM ** DONATION **		CT: 10:10 SNO: _____	
NFC ID: _____		ORG.CODE: _____		AGENCY CODE: 97	
PPCO NO: _____		PPCO DATE: __ __ __ (MMDDYY)			
PROP CODE: _____		DESCRIPT: _____			
SERIAL NO: _____		NATL STOCK NO: _____			
MODEL NO: _____		DOC TYPE: DON		POSSESSION CD: 01	
ACQ.DOCUMENT: _____		ACQ.COST: _____		VAR.DEP: __ (MOS)	
RECEIPT DATE: __ __ __ (MMDDYY)		TYPE: _		COND CD: __	
MFG.NAME: _____					
MISC DATA 1: _____		MISC DATA 2: _____			
MASTER ID (IF COMPONENT): _____					
<p>*DEPRESS öENTERö TO ENTER DATA *öPF10ö=TO UPDATE PROPERTY MASTER</p> <p>*PF1=ADM MENU PF2=NEW REQUEST PF6=REPEAT DATA PF3=TRANS MENU CLEAR=TERM</p>					

Figure 47. Donation Screen

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Construction (AC04)

Construction is Option 4 on the Acquisition/Modify Menu (Figure 42). This option is used to establish a property master for an item that has been acquired via construction.

To select this option, key in **4** at the *Enter Selection* prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in **AC04** at the SNO field. Press [Enter].

The Construction screen (Figure 48) is displayed.

Key in the applicable data in accordance with the entry instructions provided for **Option 1, New Acquisitions**. The system generates *CON* in the Doc Type field.

After all data is entered, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed near the bottom of the screen. If the data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated. After all data is corrected, press [PF10] or a compatible function key. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed near the bottom of the screen.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX AC04		PERSONAL PROPERTY SYSTEM ** CONSTRUCTION **		CT: 10:16 SNO: _____	
NFC ID: _____		ORG.CODE: _____		AGENCY CODE: 97	
PPCO NO: _____		PPCO DATE: __ __ __ (MMDDYY)			
PROP CODE: _____		DESCRIPT: _____			
SERIAL NO: _____		NATL STOCK NO: _____			
MODEL NO: _____		DOC TYPE: CON		POSSESSION CD: 01	
ACQ.DOCUMENT: _____		ACQ.COST: _____		VAR.DEP: __ __ (MOS)	
RECEIPT DATE: __ __ __ (MMDDYY)		TYPE: _		COND CD: _	
MFG.NAME: _____					
MISC DATA 1: _____		MISC DATA 2: _____			
MASTER ID (IF COMPONENT): _____					
*DEPRESS 6ENTER6 TO ENTER DATA		*6PF106=TO UPDATE PROPERTY MASTER			
*PF1=ADM MENU PF2=NEW REQUEST		PF6=REPEAT DATA PF3=TRANS MENU		CLEAR=TERM	

Figure 48. Construction Screen

Transfer From Another Agency (AC05)

Transfer From Another Agency is Option 5 on the Acquisition/Modify Menu (Figure 42). This option is used to record accountable items in the PROP database that has been acquired via transfers to GAO from another Federal agency and must be added to the inventory.

To select this option, key in 5 at the *Enter Selection* prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in AC05 at the SNO field. Press [Enter].

The Transfer From Another Agency screen (Figure 49) is displayed.

Key in the applicable data in accordance with the entry instructions provided for **Option 1, New Acquisitions**. The system generates *TRNS* in the Doc Type field.

After all data is entered, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed near the bottom of the screen. If the data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated. After all data is corrected, press [PF10] or a compatible function key. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed near the bottom of the screen.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX AC05		PERSONAL PROPERTY SYSTEM * TRANSFER FROM ANOTHER AGENCY *		CT: 10:27 SNO: _____	
NFC ID: _____		ORG.CODE: _____		AGENCY CODE: 97	
PPCO NO: _____		PPCO DATE: __ __ __ (MMDDYY)			
PROP CODE: _____		DESCRIPT: _____			
SERIAL NO: _____		NATL STOCK NO: _____			
MODEL NO: _____		DOC TYPE: TRNS		POSSESSION CD: 01	
ACQ.DOCUMENT: _____		ACQ.COST: _____		VAR.DEP: __ (MOS)	
RECEIPT DATE: __ __ __ (MMDDYY)		TYPE: _		COND CD: __	
MFG.NAME: _____					
MISC DATA 1: _____		MISC DATA 2: _____			
MASTER ID (IF COMPONENT): _____					
<p>*DEPRESS 8ENTER8 TO ENTER DATA *8PF108=TO UPDATE PROPERTY MASTER</p> <p>*PF1=ADM MENU PF2=NEW REQUEST PF6=REPEAT DATA PF3=TRANS MENU CLEAR=TERM</p>					

Figure 49. Transfer From Another Agency Screen

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Loaned (AC06)

Loaned is Option 6 on the Acquisition/Modify Menu (Figure 42). This option is used to establish a property master for an item that is on loan to a non-Federal recipient.

To select this option, key in **6** at the *Enter Selection* prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in **AC06** at the SNO field. Press [Enter].

The Loaned screen (Figure 50) is displayed.

Key in the applicable data in accordance with the entry instructions provided for **Option 1, New Acquisitions**. The system generates *LND* in the Doc Type field.

After all data is entered, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed near the bottom of the screen. If the data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated. After all data is corrected, press [PF10] or a compatible function key. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed near the bottom of the screen.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/96 AC06		PERSONAL PROPERTY SYSTEM ***** LOANED *****		CT: 10:32 SNO: _____	
NFC ID: _____		ORG.CODE: _____		AGENCY CODE: 97	
PPCO NO: _____		PPCO DATE: ____ (MMDDYY)			
PROP CODE: _____		DESCRIPT: _____			
SERIAL NO: _____		NATL STOCK NO: _____			
MODEL NO: _____		DOC TYPE: LND		POSSESSION CD: 05	
ACQ.DOCUMENT: _____		ACQ.COST: _____		VAR.DEP: ____ (MOS)	
RECEIPT DATE: ____ (MMDDYY)		TYPE: _		COND CD: _	
MFG.NAME: _____					
MISC DATA 1: _____		MISC DATA 2: _____			
MASTER ID (IF COMPONENT): _____					
*DEPRESS ØENTERØ TO ENTER DATA		*ØPF10Ø=TO UPDATE PROPERTY MASTER			
*PF1=ADM MENU PF2=NEW REQUEST		PF6=REPEAT DATA PF3=TRANS MENU		CLEAR=TERM	

Figure 50. Loaned Screen

Leased (AC07)

Leased is Option 7 on the Acquisition/Modify Menu (Figure 42). This option is used to establish a property master for a leased item.

To select this option, key in 7 at the Enter Selection prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in **AC07** at the SNO field. Press [Enter].

The Leased Property screen (Figure 51) is displayed.

Key in the applicable data in accordance with the entry instructions provided for Option 1, New Acquisitions. **Note:** The Leased Amount, Lease Start Date, and Lease End Date **are required entries** for this option in addition to the other required fields mentioned in Option 1.

Instructions follow for using the functions in this option. Complete the fields as described.

1 Leased Amount. (required, numeric field; max. of 10 positions.) Key in the monthly amount of the lease. You may key in whole dollars without the cents; the system generates the zeros. For example, if the monthly leased amount is \$290.00, key in **290**.

2 Lease Start Date. (required, numeric field; 6 positions.) Key in the starting date of the lease as **MMDDYY**. For example, January 1, 1996, is keyed in as **010196**.

3 Lease End Date (required, numeric field; 6 positions.) Key in the ending date of the lease as **MMDDYY**. For example, September 1, 1996, is keyed in as **090196**.

4 Lessor. (optional alphanumeric field; max. of 20 positions.) Key in the name of the business/ company with whom the lease was executed.

5 Conversion Date. (required if lease to purchase and optional if agency leased, numeric field; 6 positions.) Key in the date the lease is to be converted to a purchase as **MMDDYY**. For example, September 1, 1996, is keyed in as **090196**.

Note: When L is keyed in the Type field, **LEAS** is system generated in the Doc Type field and **02** is system generated in the Possession Cd field. However, when **T** is keyed in the Type field, **LTOP** is system generated in the Doc Type field and **03** is system generated in the Possession Cd field.

After all data is entered, press [Enter]. If the data passes system edits, the message *The Above Property Has Been Added To The PMIS Master* is displayed near the bottom of the screen. If the data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To establish another property master, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX AC07		PERSONAL PROPERTY SYSTEM ** LEASED PROPERTY **		CT: 10:39 SNO: _____	
NFC#ID: _____		DESCRIPTION: _____			
ORG.CD: _____		AGENCY CODE: 97			
PPCO: _____		PPCO DATE: ____ (MMDDYY)			
DOC TYPE: _____		ACQ.DOCUMENT: _____			
MASTER ID #: _____		COND CD: ____			
NATL STOCK NO: _____		PROP CODE: _____			
MODEL NO: _____		SERIAL NO: _____			
MANUFACTURER: _____					
POSSESSION CD: ____		TYPE: ____		LEASED AMOUNT: 1 ____	
LEASE START DATE: 2 ____		(MMDDYY)		LEASE END DATE: ____ 3 ____ (MMDDYY)	
LESSOR: 4 ____				RECEIPT DATE: ____ (MMDDYY)	
MISC DATA 1: _____				CONVERSION DATE: ____ 5 ____ (MMDDYY)	
<p>* DEPRESS ENTER TO ENTER DATA</p> <p>* PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE</p>					

Figure 51. Leased Property Screen

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Modify Property Master (AC08)

Modify Property Master is Option 8 on the Acquisition/Modify Menu (**Figure 42**). This option is used to modify an existing property master.

To select this option, key in **8** at the *Enter Selection* prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in **AC08** at the SNO field. Press [Enter].

The Modify Property Master Prompt screen (**Figure 52**) is displayed.

Instructions follow for using the functions in this option. Complete the field as follows.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID to modify a specific property master. Press [Enter].

The Modify Property Master Detail screen (**Figure 53**) is displayed. **Note:** The NFC ID and Agency Code fields are protected and cannot be modified.

Key in the new data to modify the property master. Press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed near the bottom of the screen. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated. After all data is corrected, press [PF10]. The message *The Above Property Record Has Been Modified* is displayed near the bottom of the screen.

- To add or update the property notes, press [PF4].
- To add or update the property warranty record, press [PF5].

Figure 52. Modify Property Master Prompt Screen

Figure 53. Modify Property Master Detail Screen

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- To reactivate the modify mode once the property master has already been updated, press [PF6].
- To add or update the inventory date, key in the date as *MMDDYY*, in the Inventory Date field located near the bottom left side of the screen.
- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Change Lease Data (AC09)

Change Lease Data is Option 9 on the Acquisition/Modify Menu (**Figure 42**). This option is used to modify an existing master for leased property.

To select this option, key in **9** at the Enter Selection prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in **AC09** at the SNO field. Press [Enter].

Change Lease Data prompt screen (**Figure 54**) is displayed.

Instructions follow for using the functions in this option. Complete the field as follows.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID of the item to be modified. Press [Enter].

Change Lease Data Detail screen (**Figure 55**) is displayed. **Note:** The NFC ID and Agency Code field are protected and cannot be modified.

Key in the new data to modify the property master. Press [Enter]. The message *The Above Property Record Has Been Modified* is displayed near the bottom of the screen. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As the error messages are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

Figure 54. Change Lease Data Prompt Screen

Figure 55. Change Lease Data Detail Screen

- To transfer leased property to purchased property, press [PF4].

Press this key only when it is known that the property item is no longer leased. The system displays a screen similar to **Figure 51**.

At this point you must complete the Acq. Document and Acq. Cost fields. Key in the data and press [Enter]. The message *Depress PF10 To Update Property Master* is displayed near the bottom of the screen. If the data passes system edits. Press [PF10]. the message *The Above Property Record Has Been Modified* is displayed near the bottom of the screen.

As a result of having transferred the item to purchased property, the property master no longer records **LEAS** in the Doc Type field, and the lease start and end dates are no

longer part of the record. **Note:** If the leased property transferred to purchase was a LTOP item, the conversion date is brought forward from the Leased Master record, is carried in the Misc Data 2 field and becomes a part of the newly converted purchased property master.

- To transfer the leased property to Lease To Purchase, key in **T** in the Type field. Press [Enter]. The system automatically changes the Doc Type field to *LTOP* and the Possession Cd field to *03*, and the message *The Above Property Record Has Been Modified* is displayed near the bottom of the screen. **Note:** The Conversion Date field must also be completed when the item is changed to LTOP.

After completing all data entry, press the applicable PF key as displayed near the bottom of the screen, or key in the appropriate SNO to access another screen, or press Clear to terminate the session.

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Reactivate Property Item (AC10)

Reactivate Property Item is Option 10 on the Acquisition/Modify Menu (Figure 42). This option is used to reactivate a property master that previously had been placed in an inactive status.

To select this option, key in **10** at the *Enter Selection* prompt on the Acquisition/Modify Menu, or at any PROP screen, key in **AC10** at the SNO field. Press [Enter].

The Reactivate Property Item prompt screen (Figure 56) is displayed.

Instructions follow for using the functions in this option. Complete the field as follows:

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID to reactivate a specific property master. Press [Enter].

The Reactivate Property Item Detail screen (Figure 57) is displayed.

- To reactivate the property master, press [PF10]. If the PPCO number is valid the message *The Property Described Above Has Been Reactivated In The Property System* is displayed near the bottom of the screen. If the PPCO number is **not** valid, the messages *The Above "PPCO" Is No Longer Valid—You Must Enter A New "PPCO"* and *This Will Be Treated As A Transfer Of Property* are displayed at the bottom of the screen.

Note: As a result of reactivating the property master, the Status field changes from "inactive" to "active".

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Figure 56. Reactivate Property Item Prompt Screen

Figure 57. Reactivate Property Item Detail Screen

GOP Held By Contractor (AC11)

GOP Held By Contractor is Option 11 on the Acquisition/Modify Menu (**Figure 42**). This option is used to record accountable property items that are being held/used by a contractor.

To select this option, key in **11** at the Enter Selection prompt on the Acquisition/Modify Menu, **or** at any PROP screen, key in **AC11** at the SNO field. Press [Enter].

The GOP Held By Contractor Or Grantee screen (**Figure 58**) is displayed.

Key in the applicable data in accordance with the entry instructions provided for **Option 1, New Acquisitions**. **Note:** The Contractor field is a **required entry** for this option in addition to the other required fields mentioned in Option 1.

Instructions follow for using the function in this option. Complete the field as described.

1 Contractor (required, alphanumeric field; max. of 15 positions). Key in the abbreviated contractor name. Contractor must be valid and established in the Contractor Table.

After all data is entered, press [Enter]. If the data passes system edits, the message *PF10 To Update Property Master* is displayed near the bottom of the screen. If the data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated. After all data is corrected, press [PF10]. The message *The Above Property Has Been Added To The "PMIS" Master* is displayed near the bottom of the screen.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX AC11		PERSONAL PROPERTY SYSTEM ** GOP HELD BY CONTRACTOR OR GRANTEE **		CT: 13:22 SNO: _____	
NFC ID: _____		ORG.CODE: _____		AGENCY CODE: 97	
PPCO NO: _____		PPCO DATE: __ __ __ (MMDDYY)			
PROP CODE: _____		DESCRIPT: _____			
SERIAL NO: _____		NATL STOCK NO: _____			
MODEL NO: _____		DOC TYPE: _____		POSSESSION CD: 04	
ACQ.DOCUMENT: _____		ACQ.COST: _____		VAR.DEP: ____ (MOS)	
RECEIPT DATE: __ __ __ (MMDDYY)		TYPE: _		COND CD: ____	
MFG.NAME: _____					
MISC DATA 1: _____		MISC DATA 2: _____			
MASTER ID (IF COMPONENT): _____		CONTRACTOR: 1 _____			
<p>*DEPRESS ENTER TO ENTER DATA *PF10=TO UPDATE PROPERTY MASTER</p> <p>*PF1=ADM MENU PF2=NEW REQUEST PF6=REPEAT DATA PF3=TRANS MENU CLEAR=TERM</p>					

Figure 58. GOP Held By Contractor Or Grantee Screen

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Transfers Menu

Transfers Menu is Option 2 on the Transaction Menu (Figure 41). This option provides two ways to transfer property items from within or into the PROP database. **Note:** Transfers accomplished via this menu will be included in the end-of-year SF-121, Annual Report of Utilization and Disposal of Excess and Surplus Personal Property.

To select this option, key in **2** at the *Selection Code* prompt on the Transaction Menu, **or** at any PROP screen, key in **TFMU** or **TR02** at the SNO field. Press [Enter].

The Transfers Menu (Figure 59) is displayed.

To select an option on the Transfers Menu, key in the option number at the *Selection Code* prompt on the menu, **or** at any PROP screen, key in the SNO at the SNO field.

Following is a brief description and the SNO for each option:

1. Another Federal Agency By GAO (SNO: TF01).
This option is used to record a direct transfer of property from GAO to another Federal agency. The transfer is handled directly by GAO. This should not be confused with those transfers that are handled by GSA as described in Option 2 below. **Note:** After this action is taken, the property item is no longer associated with the PPCO. However, the property master history record is retained in the PROP database for inquiry purposes. (See Figures 60 and 61 for screen exhibits of Option 1.)

2. Another Federal Agency By GSA (SNO: TF02).
This option is used to record the transfer of a property item from GAO to another Federal agency when the transaction is handled through GSA. **Note:** After this action is taken, the property item is no longer associated with the PPCO. However, the property master history record is retained in the PROP database for inquiry purposes. (See Figures 62 and 63 for screen exhibits of Option 2.)

```
DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 13:31
TFMU                     TRANSFERS MENU                     SNO: _____

SELECT ONE TO TRANSFER PROPERTY TO:

1. ANOTHER FEDERAL AGENCY BY GAO
2. ANOTHER FEDERAL AGENCY BY GSA

SELECTION CODE:

** DEPRESS ENTER AFTER ENTERING SELECTION CODE ABOVE

PF1=ADMIN MENU          PF2=TRANSACTION MENU          CLEAR=TERMINATE
```

Figure 59. Transfers Menu Screen

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Title VI
Chapter 9
Section 2
Subsection 5

Another Federal Agency By GAO (TF01)

Another Federal Agency By GAO is Option 1 on the Transfers Menu (**Figure 59**). This option is used to record a direct transfer of property from GAO to another Federal agency.

To select this option, key in **1** at the *Selection Code* prompt on the Transfers Menu, **or** at any PROP screen, key in **TF01** at the SNO field. Press [Enter].

The Another Federal Agency By GAO prompt screen (**Figure 60**) is displayed.

Instructions follow for using the function in this option. Complete the field as follows:

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID to transfer a specific property item to another Federal agency without GSA intervention. Press [Enter].

The Another Federal Agency By GAO detail screen (**Figure 61**) is displayed showing the property master record for the specific NFC ID keyed in at **Figure 60**. The system cautions you to ensure that this is the property master to be transferred to another Federal agency. After the item is transferred, no further action in PROP is permitted on the property item.

- To transfer the property item to another Federal agency, press [PF10].

```
DATE: XX/XX/XX          CT: 15:21
TF01                    SNO: _____

          ** PERSONAL PROPERTY SYSTEM **
          ** ANOTHER FEDERAL AGENCY BY GAO **

ENTER NFC ID: 1

***DEPRESS    "ENTER" TO INPUT DATA

*PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 60. Another Federal Agency By GAO Prompt Screen

```
DATE: XX/XX/XX          CT: 13:57
TF01                    SNO: _____

          ** PERSONAL PROPERTY SYSTEM **
          ** ANOTHER FEDERAL AGENCY BY GAO **

NFC-ID: GA0000009382    ORG CD: 1800          AGENCY CODE: 97
PPCO: 18002857          PPCO DATE: 09 30 92 (MMDDYY)
PROP CODE: 361050       DESCRIPT: PRINTING/DUPLICATING EQUIP., OTHER
SERIAL NO: 2K8024666    NATL STOCK NO: 3610

MODEL NO: BOOKLET MAKER  DOC TYPE: ACQ          POSSESSION: 01
ACQ DOC: 2130050         ACQ COST: $14,666.67    VAR DEP: 000
RECEIPT DATE: 09 30 92 (MMDDYY) TYPE: C          COND CODE:
MANUFACTURER: XEROX XEROX
MISC NOTE 1: 109382      MISC NOTE 2:
MASTER #:               STATUS:
INVENTORY DATE:         ACCUM DEP: $ .00

*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
DIRECT TRANSFER TO ANOTHER FEDERAL AGENCY BY "GAO" STATUS
PF4 = UPDATE NOTES      PF10 = TRANSFER PROP
*PF1=ADM MENU          PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
```

Figure 61. Another Federal Agency By GAO Detail Screen

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The message *The Property Above Has Been Placed In The "Transfer To Federal AG" Status* is displayed near the bottom of the screen. Also, *DEL-D58* is shown in the Status field as an indicator that the transfer in the system was successful. **Note:** The system maintains the property master history record only for a specific time period, even though the item is no longer associated with a PPCO in

PROP.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Another Federal Agency By GSA (TF02)

Another Federal Agency By GSA is Option 2 on the Transfers Menu (**Figure 59**). This option is used to record the transfer of a property item from GAO to another Federal agency when the transaction is handled through GSA.

To select this option, key in **2** at the *Selection Code* prompt on the Transfers Menu, **or** at any PROP screen, key in **TF02** at the SNO field. Press [Enter].

The Transfer To Another Federal Agency By GSA prompt screen (**Figure 62**) is displayed.

Instructions follow for using the function in this option. Complete the fields as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID to transfer a specific property item to another Federal agency by GSA. Press [Enter].

The Transfer To Another Federal Agency By GSA prompt screen (**Figure 63**) is displayed showing the property master record for the specific NFC ID keyed in at **Figure 62**. The system cautions you to ensure that this is the property master to be transferred. After the item is transferred, no further action in PROP is permitted on the property item.

- To transfer the property item to another Federal agency by GSA, press [PF10].

Figure 62. Transfer To Another Fed. Agency By GSA Prompt Screen

Figure 63. Transfer To Another Fed. Agency By GSA Detail Screen

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The message *The Property Above Has Been Placed In The "Transfer To Fed Agency" Status* is displayed near the bottom of the screen. Also, *DEL-D67* is shown in the Status field as an indicator that the transfer in the system was successful. **Note:** The system maintains the transferred property master history record only for a specific time period, even though the item is no longer associated with a

PPCO in PROP.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Reporting Change Of Status Menu

Reporting Change Of Status Menu is Option 3 on the Transaction Menu (**Figure 41**). This menu provides options for changing the status of an active property item, i.e., to scrap, damaged, stolen, etc., in the PROP.

To select this option, key in **3** at the *Selection Code* prompt on the Transaction Menu (**Figure 41**), or at any PROP screen, key in **CSMU** or **TR03** at the SNO field. Press [Enter].

The Reporting Change Of Status screen (**Figure 64**) is displayed.

To access Options 1–6, key in the applicable option number at the *Selection Code* prompt on the menu, **or** from any PROP screen, key in the applicable SNO at the SNO field.

Following is a brief description and the SNO for each option:

1 Excess (SNO: CS01). This option is used to declare a property item as excess and is reported to GSA. **Note:** At this time, GAO is only reporting excess property to GSA for handling and/or disposition. The Request For Property screen, used to request excess property and accessible via The Excess Property option (**IQ09**) on the Inquiry Menu, will not be used by GAO. (See **Figures 65** and **66** for screen exhibits of Option 1.)

2 Damaged (SNO: CS02). This option is used to place an item in Damaged status on the property master. **Note:** The PPCO is accountable for the item until a final determination is made on its disposition. (See **Figures 67** and **68** for screen exhibits of Option 2.)

3 Scrap (SNO: CS03). This option is used to place an item in Scrap status on the property master. **Note:** The PPCO is accountable for the item until a final determination is made on its disposition. (See **Figures 69** and **70** for screen exhibits of Option 3.)

4 Lost Or Stolen (SNO: CS04). This option is used to place an item in Lost/Stolen status on the property master. **Note:** The PPCO is accountable for the item until a final determination is made on its disposition. (See **Figures 71** and **72** for screen exhibits of Option 4.)

5 Exchange/Sale (SNO: CS05). This option is used to place an item in Exchange or Sale status on the property master. **Note:** The PPCO is accountable for the item until it is exchanged or sold. (See **Figures 73** and **74** for screen exhibits of Option 5.)

6 Non-Accountable Excess. This option is used to transfer non-accountable property not captured in PROP to GSA. The system prompts you for the required information and assigns an NFC ID number to the nonaccountable item(s). **Note:** Nonaccountable property in bulk quantities may be declared excess via this option. (See **Figure 75** for a screen exhibit of Option 6.)

```
DATE: XX/XX/XX                                PERSONAL PROPERTY SYSTEM                                CT: 15:34
CSMU                                           REPORTING CHANGE OF STATUS                                SNO: _____

SELECT ONE:

1. EXCESS
2. DAMAGED
3. SCRAP
4. LOST OR STOLEN
5. EXCHANGE/SALE
6. NON-ACCOUNTABLE EXCESS

SELECTION CODE:

** DEPRESS      "ENTER" AFTER ENTERING SELECTION CODE ABOVE

PF1=ADMIN MENU                                PF2=TRANSACTION MENU                                CLEAR=TERMINATE
```

Figure 64. Reporting Change Of Status Screen

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Excess (CS01)

Excess is Option 1 on the Reporting Change Of Status Menu (Figure 64). This option is used to declare a property item as excess.

To select this option, key in **1** at the *Selection Code* prompt on the Reporting Change Of Status screen, **or** at any PROP screen, key in **CS01** at the SNO field. Press [Enter].

The Excess prompt screen (Figure 65) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be declared excess. Press [Enter].

The Excess detail screen (Figure 66) is displayed showing a segment of the property master record for the NFC ID keyed in at Figure 65.

To declare the property item excess, complete the fields as described:

1 Rpt No (required, alphanumeric field; max. of 15 positions). Key in the excess report number using 14 positions. The report number is composed of the following elements:

Positions 1 – 6, Key in the 6-position alphanumeric agency activity address code assigned by GSA.

Position 7, Key in the 1-digit calendar year indicator.

Positions 8 – 10, key in the 3-digit Julian date.

Figure 65. Excess Prompt Screen

Figure 66. Excess Detail Screen

Positions 11 – 14, Key in the 4-digit agency-assigned line item number.

The line item number should be preceded by zeros to use all 4 positions. (**Example:** 0534562021**0001**).

2 Cond Cd (*required, alphanumeric field; max. of 2 positions*). Key in the disposal condition code of the property item. Tab to the Send Disposal Instructions To field. (Refer to **Appendix C** for a list of the condition codes.)

3 Send Disposal Instructions To (*required, alphanumeric field; max. of 70 positions for address and max. of 20 positions for city*). Key in the first two address lines (35 spaces per line), the agency, name, and/or street address of the office/individual available for contact. Key in the city. Key in the 2-position abbreviated state code. Key in the 5-digit ZIP code. Key in the applicable Commercial telephone number.

4 Location Of Property (*required, alphanumeric field; max. of 70 positions for address and max. of 20 positions for city*). Key in the first two address lines (35 spaces per line), the agency, name, and/or street address of the office/individual where the item is located. Key in the city. Key in the 2-position abbreviated state code. Key in the 5-digit ZIP code. Key in the applicable Commercial telephone number.

5 Notes (*optional, alphanumeric field; max. of 221 positions*) Key in the three lines any unique and/or specific characteristics of the property item.

After all data is keyed in, press [Enter]. If the data passes system edits, the message *The Above Property Has Been Modified To “Excess” Status* is displayed near the bottom of the screen. If the data does not pass system edits, a maximum of eight errors at a time are displayed at the right side of the screen. As the errors are corrected, additional messages are displayed if needed. All errors must be corrected before the PROP database is updated.

After the item has been declared excess, you will not be able to modify the property master.

- To view the excess property item, select the Excess Property option (**IQ09**) on the Inquiry Menu. **Note:** The SF-120, Report of Excess Personal Property, is not required when this option is used to report excess property to GSA.

- To establish another property master, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Damaged (CS02)

Damaged is Option 2 on the Reporting Change Of Status Menu (**Figure 64**). This option is used to place an item in Damaged status on the property master.

To select this option, key in **2** at the *Selection Code* prompt on the Reporting Change Of Status screen, **or** at any PROP screen, key in **CS02** at the SNO field. Press [Enter].

Damaged prompt screen (**Figure 67**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be declared damaged. Press [Enter].

The Damaged detail screen (**Figure 68**) is displayed showing the property master record for the NFC ID keyed in at **Figure 67**. View the property master record to ensure that this is the property item to be declared damaged.

- To place the property item in the Damaged status, press [Enter]. The message *The Property Described Above Has Been Changed To "Damaged" Status* is displayed near the bottom of the screen.

Figure 67. Damaged Prompt Screen

Figure 68. Damaged Detail Screen

- To remove a property item from Damaged status, key in the NFC ID at **Figure 67**. View the property master record to ensure that this is the property item to be removed from the damaged status. After the property master is displayed, press [PF10]. The message *The Property Described Above Has Been Removed From The “Damaged” Status* is displayed near the bottom of the screen.
- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Scrap (CS03)

Scrap is Option 3 on the Reporting Change Of Status screen (**Figure 64**). This option is used to place an item in the Scrap status on the property master.

To select this option, key in **3** at the *Selection Code* prompt on the Reporting Change Of Status screen, **or** at any PROP screen, key in **CS03** at the SNO field. Press [Enter].

The Scrap prompt screen (**Figure 69**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 **Enter NFC ID** (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be declared scrap. Press [Enter].

The Scrap detail screen (**Figure 70**) is displayed showing the property master record for the NFC ID keyed in at **Fig-**

ure 69. View the property master record to ensure that this is the property item to be declared scrap.

- To place the property item in Scrap status, press Enter. The message *The Property Described Above Has Been Changed To "Scrap" Status* is displayed near the bottom of the screen.

- To remove a property item from Scrap status, key in the NFC ID at **Figure 69**. View the property master record to ensure that this is the property item to be removed from the scrap status. After the property master is displayed, press [PF10]. The message *The Property Described Above Has Been Removed From The "Scrap" Status* is displayed near the bottom of the screen.

- To establish another property master, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Figure 69. Scrap Prompt Screen

Figure 70. Scrap Detail Screen

Lost Or Stolen (CS04)

Lost Or Stolen is Option 4 on the Reporting Change Of Status Menu (**Figure 64**). This option is used to place an item in the Lost/Stolen status on the property master.

To select this option, key in **4** at the *Selection Code* prompt on the Reporting Change Of Status screen, **or** at any PROP screen, key in **CS04** at the SNO field. Press [Enter].

The Lost/Stolen prompt screen (**Figure 71**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 **Enter NFC ID** (*required, alphanumeric field; 12 positions*). Key in the NFC ID of the property item to be declared lost or stolen. Press [Enter].

The Lost/Stolen detail screen (**Figure 72**) is displayed, showing the property master record for the specific NFC ID keyed in at **Figure 71**. View the property master record to ensure that this is the property item to be declared lost or stolen.

- To place the property item in Lost Or Stolen status, press [Enter]. The message *The Property Described Above Has Been Changed To "Lost/Stolen" Status* is displayed near the bottom of the screen.

- To remove a property item from Lost Or Stolen status, key in the NFC ID at **Figure 71**. View the property master record to ensure that this is the property item to be removed from the Lost Or Stolen status. After the property master is displayed, press [PF10]. The message *The Property Described Above Has Been Removed From The "Lost/Stolen" Status* is displayed near the bottom of the screen.

Note: This option may also be used for items that have been recovered and must be added to the inventory. To remove a lost or stolen property item from the PROP database, the item must be deleted via the Deletions Menu (**DLMU**).

- To establish another property master, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Figure 71. Lost/Stolen Prompt Screen

Figure 72. Lost/Stolen Detail Screen

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Exchange/Sale (CS05)

Exchange/Sale is Option 5 on the Reporting Change Of Status Menu (**Figure 64**). This option is used to place an item in the Exchange/Sale status on the property master.

To select this option, key in **5** at the *Selection Code* prompt on the Reporting Change Of Status screen, **or** at any PROP screen, key in **CS05** at the SNO field. Press [Enter].

The Exchange Or Sale prompt screen (**Figure 73**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be declared exchanged or sold. Press [Enter].

The Exchange Or Sale detail screen (**Figure 74**) is displayed showing the property master record for the NFC ID keyed in at **Figure 73**. View the property master record to

ensure that this is the property item to be declared exchanged or sold.

- To place the property item in Exchange/Sale status, press [Enter]. The message *The Property Described Above Has Been Changed To "Exchange/Sale" Status* is displayed near the bottom of the screen.

- To remove a property item from Exchange/Sale status, key in the NFC ID at **Figure 73**. View the property master record to ensure that this is the property item to be removed from the exchange/sale status. After the property master is displayed, press [PF10]. The message *The Property Described Above Has Been Removed From The "Exchange/Sale" Status* is displayed near the bottom of the screen.

- To establish another property master, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX
CS05

PERSONAL PROPERTY SYSTEM
EXCHANGE OR SALE

CT: 15:39
SNO: _____

ENTER NFC ID: [1]

***DEPRESS "ENTER" TO INPUT DATA

*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

Figure 73. Exchange Or Sale Prompt Screen

DATE: XX/XX/XX
CS05

PERSONAL PROPERTY SYSTEM
EXCHANGE OR SALE

CT: 15:39
SNO: _____

NFC-ID: GA0000000055
PPCO: 70756895
PROP CODE: 743002
SERIAL NO: 54017541

ORG CD: 7075
PPCO DATE: 04 01 84 (MMDDYY)
DESCRIPT: TYPEWRITER, ELECTRONIC
NATL STOCK NO: 7430

AGENCY CODE: 97

MODEL NO:
ACQ DOC: 4111452
RECEIPT DATE: 04 01 84 (MMDDYY)
MANUFACTURER: ADL ADLER
MISC NOTE 1: 001427
MASTER #:
INVENTORY DATE:

DOC TYPE: CONV
ACQ COST: \$816.53
TYPE: N

POSSESSION: 01
VAR DEP: 000
COND CODE:

MISC NOTE 2:
STATUS:
ACCUM DEP: \$.00

DEPRESS "ENTER" TO CHANGE THE STATUS TO "EXCHANGE/SALE"

*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

Figure 74. Exchange Or Sale Detail Screen

Non-Accountable Excess

Non-Accountable Excess is Option 6 on the Reporting Change Of Status Menu (Figure 64). This option is used to report nonaccountable excess property not maintained in PROP to GSA.

To select this option, key in **6** at the *Selection Code* prompt on the Reporting Change Of Status screen. Press [Enter].

The Non-Accountable Excess screen (Figure 75) is displayed.

Instructions follow for using the functions in this option. Complete the fields as described.

1 NSN (required, alphanumeric field; max. of 13 positions). Key in the 4-digit Federal Supply Classification Code (i.e., the first four positions of the National Stock Number).

2 Desc (required, alphanumeric field; max. of 35 positions). Key in a description of the property item.

3 Unit Issue (required, alphanumeric field; 2 positions). Key in the unit of issue code. For example, if the unit of issue is each, key in **EA**. The cursor automatically moves to the Qty field. (See Appendix E for a list of the valid unit of issue codes.)

4 Agency (required, alphanumeric field; 2 positions.) This field is system generated with 97, i.e., the agency code for GAO.

5 Qty (required, numeric field; max. of 7 positions) Key in the number of property items.

6 Ser No (optional, alphanumeric field; max. of 20 positions). Key in the serial number of the property item, if applicable.

7 Model (optional, alphanumeric field; max. of 17 positions). Key in the model number of the property item, if applicable.

8 Unit Price (required, numeric field; max. of 10 positions). Key in the dollars and cents, the cost per unit for the property item. For example, key in **20** if the unit cost is \$20. Whole dollars may be keyed in without the cents; the system assigns the zeros.

9 Manufacturer (required, alphanumeric field; max. of 35 positions). Key in the manufacturer's name.

10 Rpt No (required, alphanumeric field; 14 positions). Key in the 14-position excess report number. The report number is composed of the following elements:

Positions 1 – 6. Key in the 6-position alphanumeric agency activity address code.

Position 7. Key in the 1-digit calendar year indicator.

Positions 8 – 10. Key in the 3-digit Julian date.

Positions 11 – 14. Key in the 4-digit agency-assigned line item number.

11 Cond Cd (required, alphanumeric field; max. of 2 positions). Key in the disposal condition code of the property item. (See Appendix C for a list of the valid condition codes).

12 Acq Dt (required, numeric field; 6 positions). Key in the acquisition date of the property item.

13 Send Disposal Instructions To (required, alphanumeric field; max. of 70 positions for address and max. of 20 positions for city). Key in the first two address lines (35 spaces per line), the agency, name, and/or street address of the office/individual available for contact. Key in the city. Key in the 2-position abbreviated state code. Key in the 5-digit ZIP code. Key in the applicable telephone number.

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 15:37
*****NON-ACCOUNTABLE EXCESS*****

NSN:  [1]                DESC:  [2]                UNIT ISSUE [3]
AGENCY 97 [4] QTY [5]    SER NO [6]                MODEL [7]
UNIT PRICE: [8]          MANUFACTURER: [9]
RPT NO: [10]              COND CD: [11]             ACQ DT: [12]  — —  ARD: NA NA NA
***SEND DISPOSAL INSTRUCTIONS TO:***
[13]
DISP PHONE:
*****LOCATION OF PROPERTY:*****
[14]
LOC PHONE:
NOTES: [15]

* * * * *
*PF1=ADM MENU  ENTER = EDIT DATA  PF10 = UPDATE MASTER * * * * *
*PF2=NEW REQUEST  PF4=REPEAT DATA  PF3=TRANS MENU  CLEAR=TERM
  
```

Figure 75. Non-Accountable Excess Screen

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[14] Location Of Property (*required, alphanumeric field; max. of 70 positions for address and max. of 20 positions for city*) Key in the first two address lines (35 spaces per line). the agency, name, and/or street address of the office/individual where the item is located. Key in the city. Key in the 2-position abbreviated state code. Key in the 5-digit ZIP code. Key in the applicable telephone number.

[15] Notes (*optional, alphanumeric field; max. of 221 positions*). Key in the three lines any unique and/or specific characteristics of the property item(s).

After all data is keyed in, press [Enter]. If the data passes

the system edits, the message *The Above Property Has Been Added To "Excess" Status* is displayed near the bottom of the screen. If the keyed in data does not pass system edits, a maximum of eight errors at a time are displayed at the right side of the screen. As the errors are corrected, additional messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Deletions Menu

Deletions Menu is Option 4 on the Transactions Menu (Figure 41). The Deletions Menu provides 8 options for deleting a property item from the PROP database. **Note:** After an item is deleted (i.e., removed) from the system via one of these options, no further action in PROP is permitted on the property item.

To select this option, key in **4** at the *Selection Code* prompt on the Transaction Menu, **or** at any PROP screen, key in **DLMU** or **TR04** at the SNO field. Press [Enter].

The Deletions Menu (Figure 76) is displayed.

To select an option on the Deletions Menu, key in the applicable option number at the *Selection Code* prompt **or** at any PROP screen, key in the SNO at the SNO field. Press [Enter].

Following is a brief description and the SNO for each option:

1 Abandoned Or Destroyed (SNO: DL01). This option is used to record that a property item has been documented as having no economic value and such item has been abandoned or destroyed. (See Figures 77 and 78 for screen exhibits of Option 1).

2 Donated By GAO (SNO: DL02). This option is used to record GAO's donation of a property item to a Public Body. An item such as this has been donated in lieu of abandonment or destruction procedures. **Note:** This does not include donations authorized by GSA. Applicable regulation is FPMR 101.44.7. Refer to FPMR

101-43.4901-121-1 for other types of exclusions. (See Figures 79 and 80 for screen exhibits of Option 2.)

3 Donation By GSA (SNO: DL03). This option is used to record the donation of a property item that is authorized by and through GSA. Applicable regulation is FPMR 101.44. (See Figures 81 and 82 for screen exhibits of Option 3.)

4 Sold As Scrap (SNO: DL04). This option is used to record the sale of a property item as scrap by GAO. Applicable regulation is FPMR 101-43.4801 (e). (See Figures 83 and 84 for screen exhibits of Option 4.)

5 Sold By GSA (SNO: DL05). This option is used to record the sale of a property item by GSA. **Note:** This does not include a property item sold as scrap. Applicable regulation is FPMR 101-45.3. (See Figures 85 and 86 for screen exhibits of Option 5.)

6 Exchange/Sale (SNO: DL06). This option is used to record the sale of a property item by either GAO or GSA under the auspices of the Exchange/Sale Procedures. Applicable regulation is FPMR 101-46. (See Figures 87 and 88 for screen exhibits of Option 6.)

7 Lost Or Stolen (SNO: DL07). This option is used to delete a property item from the PROP database. You may first declare the item as lost or stolen through the Reporting Change of Status Menu (CSMU). **Note:** The system alerts you to verify the data prior to deleting it from the system. (See Figures 89 and 90 for screen exhibits of Option 7.)

```
DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 09:40
DLMU                   DELETIONS MENU                     SNO:

SELECT ONE:              SELECTION CODE:

1. ABANDONED OR DESTROYED
2. DONATED BY GAO
3. DONATION BY GSA
4. SOLD AS SCRAP
5. SOLD BY GSA
6. EXCHANGE/SALE
7. LOST OR STOLEN
8. REMOVE PROPERTY ITEM

** DEPRESS "ENTER" AFTER ENTERING SELECTION CODE ABOVE

PF1=ADMIN MENU          PF2=TRANSACTION MENU          CLEAR=TERMINATE
```

Figure 76. Deletions Menu Screen

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8 Remove Property Item (SNO: **DL08**). This option is used to remove a property item from the PROP database when it has been entered in error, is a duplicate record, or is no longer required to be maintained in the system. **Note:** The system alerts you to verify the data prior to removing it from the system. (See **Figures 91** and **92** for screen exhib-

its of Option 8.)

Note: After an item is deleted from the PROP database via an option on the Deletions Menu, the status of the item is then classified as “inactive”.

Abandoned Or Destroyed (DL01)

Abandoned Or Destroyed is Option 1 on the Deletions Menu (Figure 76). This option is used to record that a property item has been documented as having no economic value and the item has been abandoned or destroyed.

To select this option, key in **1** at the *Selection Code* prompt on the Deletions Menu, **or** at any PROP screen, key in **DL01** at the SNO field. Press [Enter].

The Abandoned Or Destroyed prompt screen (Figure 77) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 **Enter NFC ID** (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be declared abandoned or destroyed. Press [Enter].

The Abandoned Or Destroyed detail screen (Figure 78) is displayed showing the property master record for the NFC ID keyed in at Figure 77. The system cautions you to ensure that this is the property master to be declared abandoned or destroyed.

To place the property item in Abandoned Or Destroyed status, press [PF10]. The message *The Property Above Has Been Placed In The "Abandoned Or Destroyed" Status* is displayed near the bottom of the screen. Also, *DEL. – D53* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX
DL01

PERSONAL PROPERTY SYSTEM
ABANDONED OR DESTROYED

CT: 09:40
SNO: _____

ENTER NFC ID:

***DEPRESS "ENTER" TO INPUT DATA

*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

Figure 77. Abandoned Or Destroyed Prompt Screen

DATE: XX/XX/XX
DL01

PERSONAL PROPERTY SYSTEM
ABANDONED OR DESTROYED

CT: 09:41
SNO: _____

NFC-ID: GA0000000050	ORG CD: 7075	AGENCY CODE: 97
PPCO: 70754575	PPCO DATE: 08 01 90 (MMDDYY)	
PROP CODE: 702504	DESCRIPT: ADP, PRINTER	
SERIAL NO: 3014446	NATL STOCK NO: 7025	
MODEL NO: LASERJET II	DOC TYPE: CONV	POSSESSION: 01
ACQ DOC: 9011736	ACQ COST: \$1,200.00	VAR DEP: 000
RECEIPT DATE: 07 01 90 (MMDDYY)	TYPE: N	COND CODE:
MANUFACTURER: HP HEWLETT PACKARD		
MISC NOTE 1: 024309	MISC NOTE 2:	
MASTER #:	STATUS:	
INVENTORY DATE:	ACCUM DEP: \$.00	

*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE "ABANDONED OR DESTROYED" STATUS

PF04=UPDATE NOTES PF10=DELETE PROP
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

Figure 78. Abandoned Or Destroyed Detail Screen

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Donated By GAO (DL02)

Donated By GAO is Option 2 on the Deletions Menu (**Figure 76**). This option is used to record the donation of a property item to a Public Body.

To select this option, key in **2** at the *Selection Code* prompt on the Deletions Menu, **or** at any PROP screen, key in **DL02** at the SNO field. Press [Enter].

The Donated By GAO prompt screen (**Figure 79**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be donated by GAO. Press [Enter].

The Donated By GAO detail screen (**Figure 80**) is displayed showing the property master record for the NFC ID keyed in at **Figure 79**. The system cautions you to ensure that this is the property master to be declared donated by GAO.

- To place the property item in Donated By GAO status, press [PF10]. The message *This Property Has Been Placed In The "Donated By GAO" Status* is displayed near the bottom of the screen. Also, *DEL. -D51* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.
- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Figure 79. Donated By GAO Prompt Screen

Figure 80. Donated By GAO Detail Screen

Donation By GSA (DL03)

Donation By GSA is Option 3 on the Deletions Menu (**Figure 76**). This option is used to record the donation of a property item that is authorized by GSA.

To select this option, key in **3** at the *Selection Code* prompt on the Deletions Menu, **or** at any PROP screen, key in **DL03** at the SNO field. Press [Enter].

The Donation By GSA prompt screen (**Figure 81**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 **Enter NFC ID** (*required, alphanumeric field; 12 positions*). Key in the NFC ID of the property item to be declared a donation through GSA. Press [Enter].

The Donation By GSA (**Figure 82**) is displayed showing the property master record for the NFC ID keyed in at **Figure 81**. The system cautions you to ensure that this is the property master to be declared a donation by GSA.

- To place the property item in Donated By GSA status, press [PF10]. The message *The Property Above Has Been Placed In The "Donation Through GSA" Status* is displayed near the bottom of the screen. Also, *DEL. -D70* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.
- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 09:43
DL03                    **DONATION BY GSA**                SNO: _____

ENTER NFC ID: [1] _____

***DEPRESS      "ENTER" TO INPUT DATA

*PF1=ADM MENU      PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
  
```

Figure 81. Donation By GSA Prompt Screen

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 09:44
DL03                    **DONATION BY GSA**                SNO: _____

NFC-ID: GA0000000017    ORG CD: 1225          AGENCY CODE: 97
PPCO: 12258345          PPCO DATE: 09 01 87 (MMDDYY)
PROP CODE: 702503       DESCRIPT: ADP, KEYBOARD
SERIAL NO: 1119379      NATL STOCK NO: 7025

MODEL NO:              DOC TYPE: CONV          POSSESSION: 01
ACQ DOC: 7111963        ACQ COST:          $100.00          VAR DEP: 000
RECEIPT DATE: 09 01 87 (MMDDYY) TYPE: N
MANUFACTURER: IBM      INTERNATIONAL BUSINESS MACHIN COND CODE:
MISC NOTE 1: 014050    MISC NOTE 2:
MASTER #:              STATUS:
INVENTORY DATE:        ACCUM DEP:          $.00

*WARNING: THE OPTION THAT YOU HAVE SELECTED WILL PUT THIS PROPERTY IN THE
"DONATION THROUGH GSA" STATUS
PF04=UPDATE NOTES      PF10=DELETE PROP
*PF1=ADM MENU          PF2=ANOTHER REQUEST      PF3=TRANS MENU      CLEAR=TERMINATE
  
```

Figure 82. Donation By GSA Detail Screen

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Sold As Scrap (DL04)

Sold As Scrap is Option 4 on the Deletions Menu (**Figure 76**). This option is used to record the sale of a property item by an agency.

To select this option, key in **4** at the *Selection Code* prompt on the Deletions Menu, **or** at any PROP screen, key in **DL04** at the SNO field. Press [Enter].

The Sold As Scrap prompt screen (**Figure 83**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

[1] Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be sold as scrap. Press Enter.

The Sold As Scrap detail screen (**Figure 84**) is displayed showing the property master record for the NFC ID keyed in at **Figure 83**. The system cautions that this option will delete the property item from the system.

- To place the property item in Sold As Scrap status, key in the sale amount in the Enter: Sales Proceeds field located near the top of the screen. Whole dollars may be keyed in without the cents; the system assigns the zeros. Press [Enter].

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 09:45
DL04                   ***SOLD AS SCRAP***                SNO: _____

ENTER NFC ID: 1

**  DEPRESS      "ENTER"  TO SEND DATA  **

*PF1=ADM MENU      PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
  
```

Figure 83. Sold As Scrap Prompt Screen

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 09:45
DL04                   ***SOLD AS SCRAP***                SNO: _____

ENTER: PROCEEDS 1

NFC-ID: GA0000000005    ORG CD: 1225                    AGENCY CODE: 97
PPCO: 12258345          PPCO DATE: 07 01 91 (MMDDYY)
PROP CODE: 702503       DESCRPT: ADP, KEYBOARD
SERIAL NO: 32210748     NATL STOCK NO: 7025

MODEL NO:               DOC TYPE: CONV                    POSSESSION: 01
ACQ DOC: 9130090         ACQ COST: $40.00    VAR DEP: 000
RECEIPT DATE: 06 01 91 (MMDDYY)  TYPE: C            COND CODE:
MANUFACTURER: MMRX      MEMOREX
MISC NOTE 1: 026832
MASTER #:
INVENTORY DATE:        MISC NOTE 2:
                        STATUS:
ACCUM DEP: $3.89

WARNING-THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
PF04=UPDATE NOTES      ENTER=DELETE PROP
*PF1=ADM MENU          PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
  
```

Figure 84. Sold As Scrap Detail Screen

If no errors are found, the message *The Amount Of Sale Has Been Successfully Updated* is displayed near the bottom of the screen. If the data does not pass system edits, error messages are displayed near the bottom of the screen. Also, *DEL. -D54* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history

record for a specific time period for inquiry purposes.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Sold By GSA (DL05)

Sold By GSA is Option 5 on the Deletions Menu (**Figure 76**). This option is used to record the sale of property item by GSA. **Note:** This does not include a property item sold as scrap.

To select this option, key in **5** at the *Selection Code* prompt on the Deletions Menu, **or** at any PROP screen, key in **DL05** at the SNO field. Press [Enter].

The Sold By GSA prompt screen (**Figure 85**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be sold by GSA. Press [Enter].

The Sold By GSA detail screen (**Figure 86**) is displayed showing the property master record for the NFC ID keyed in at **Figure 85**. The system cautions that this option will delete the property item from the system.

- To place the property item in Sold By GSA status, key in the sale amount in the Enter: Sales Proceeds field located near the top of the screen. Whole dollars may be keyed in without the cents; the system assigns the zeros. Press [Enter].

Figure 85. Sold By GSA Prompt Screen

Figure 86. Sold By GSA Detail Screen

If no errors are found, the message *The Amount Of Sale Has Been Successfully Updated* is displayed near the bottom of the screen. If the data does not pass system edits, error messages are displayed near the bottom of the screen. Also, *DEL.-D60* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry pur-

poses.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Exchange/Sale (DL06)

Exchange/Sale is Option 6 on the Deletions Menu (**Figure 76**). This option is used to record the sale of property item by either GAO or GSA under the auspices of the Exchange/Sale Procedures.

To select this option, key in **6** at the *Selection Code* prompt on the Deletions Menu, **or** at any PROP screen, key in **DL06** at the SNO field. Press [Enter].

The Exchange/Sale prompt screen (**Figure 87**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12-positions). Key in the NFC ID of the property item to be exchanged or sold. Press [Enter].

The Exchange/Sale detail screen (**Figure 88**) is displayed showing the property master record for the NFC ID keyed in at **Figure 87**. The system cautions that this option will delete the property item from the system.

- To place the property item in Sold As Exchange/Sale status, key in the sale amount in the Enter: Sales Proceeds field. Key in either **A** for (Agency Conducted Sale) or **S** for (GSA Conducted Sale) or **T** for (Trade-in) in the Method Of Sale field to indicate the type of transaction. Both fields are located near the top of the screen. Whole dollars may be keyed in without the cents; the system assigns the zeros. Press [Enter].

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 09:46
DL06                    ***EXCHANGE/SALE***              SNO: _____

ENTER NFC ID: 1_____

** DEPRESS "ENTER" TO SEND DATA **

*PF1=ADM MENU    PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
  
```

Figure 87. Exchange/Sale Prompt Screen

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 09:46
DL06                    ***EXCHANGE/SALE***              SNO: _____

ENTER: PROCEEDS: _____ COST OF CONDUCTING SALE: _____
METHOD OF SALE: _ (A=SALE-AGY, S=SALE-GSA, T=TRADE-IN)
NFC-ID: GA0000000006    ORG CD: 1225                    AGENCY CODE: 97
PPCO: 12258345          PPCO DATE: 09 01 87 (MMDDYY)
PROP CODE: 589501       DESCRPT: MODEMS (EXTERNAL)
SERIAL NO: A05200153576 NATL STOCK NO: 5895

MODEL NO: 1200          DOC TYPE: CONV
ACQ DOC: 5113455        ACQ COST: $399.00    POSSESSION: 01
RECEIPT DATE: 09 01 85 (MMDDYY) TYPE: N              VAR DEP: 000
MANUFACTURER: HAYES HAYES                                COND CODE:
MISC NOTE 1: 007356   MISC NOTE 2:
MASTER #:             STATUS:
INVENTORY DATE:       ACCUM DEP: $ .00

WARNING--THIS OPTION WILL DELETE PROPERTY FROM THE PMIS SYSTEM
PF04=UPDATE NOTES    ENTER=DELETE PROP
*PF1=ADM MENU        PF2=ANOTHER REQUEST    PF3=TRANS MENU    CLEAR=TERMINATE
  
```

Figure 88. Exchange/Sale Detail Screen

If no errors are found, the message *The Amount Of Sale Has Been Successfully Updated* is displayed near the bottom of the screen. If the data does not pass system edits, error messages are displayed near the bottom of the screen. Depending on the type of transaction, the Status field shows either *DEL. -D61* for a **Sale** or *DEL.-D69* for a **Trade-In** as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted prop-

erty master history record for a specific time period for inquiry purposes.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Lost Or Stolen (DL07)

Lost Or Stolen is Option 7 on the Deletions Menu (**Figure 76**). This option is used to delete a property item from the PROP database.

To select this option, key in **7** at the *Selection Code* prompt on the Deletions Menu, **or** at any PROP screen, key in **DL07** at the SNO field. Press [Enter].

The Lost Or Stolen prompt screen (**Figure 89**) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter NFC ID (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be declared lost or stolen. Press [Enter].

The Lost Or Stolen detail screen (**Figure 90**) is displayed showing the property master record for the NFC ID keyed in at **Figure 89**. The system cautions you to ensure that this is the property master to be deleted.

- To place the property item in Lost Or Stolen status, press [PF10]. The message *The Property Described Above Has Been Removed From The Property System* is displayed near the bottom of the screen. Also, *DEL.-D50* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.

- To establish another property master, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Figure 89. Lost Or Stolen Prompt Screen

Figure 90. Lost Or Stolen Detail Screen

Remove Property Item (DL08)

Remove Property Item is Option 8 on the Deletions Menu (Figure 76). This option is used to remove a property item from the PROP database.

To select this option, key in **8** at the *Selection Code* prompt on the Deletions Menu, **or** at any PROP screen, key in **DL08** at the SNO field. Press [Enter].

The Remove Property Item prompt screen (Figure 91) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 **Enter NFC ID** (required, alphanumeric field; 12 positions). Key in the NFC ID of the property item to be removed from PROP. Press [Enter].

The Remove Property Item detail screen (Figure 92) is displayed showing the property master record for the NFC ID keyed in at Figure 91. The system cautions you to ensure that this is the property master to be removed.

- To place the property item in Remove Property Item status, press [PF10]. The message *The Property Described Above Has Been Removed From The Property System* is displayed near the bottom of the screen. Also, *DEL.-66* is shown in the Status field as an indicator that the delete in the system was successful. **Note:** The system maintains the deleted property master history record for a specific time period for inquiry purposes.
- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Figure 91. Remove Property Item Prompt Screen

Figure 92. Remove Property Item Detail Screen

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PPCO Inventory Update (TR05)

PPCO Inventory Update is Option 5 on the Transaction Menu (Figure 41). This option is used to key in the date of the most recent physical inventory for a property custodial officer to update PPCO inventory data. **Note:** Physical inventories should be taken each time there is a change in PPCO responsibility and/or at least every 2 years.

To select the PPCO Inventory Update option, key in **5** at the *Selection Code* prompt on the Transaction Menu (Figure 41), or at any PROP screen, key in **TR05** at the SNO field. Press [Enter]. The PPCO Inventory Update prompt screen (Figure 93) is displayed.

Instructions follow for using the functions in this option. Complete the field as described.

1 Enter PPCO Number (required, alphanumeric field; 8 positions). Key in the 8-position custodial officer number to update the inventory data. Press [Enter].

The PPCO Inventory Update detail screen (Figure 94) is displayed. This screen is used to key in the date of the most recent PPCO physical inventory and displays the PPCO number keyed in at Figure 93. Verify the PPCO number to ensure this is the PPCO number to be updated. **Note:** To permit an inventory update, the PPCO number keyed in must be established in the PROP database and have assigned property.

- To update the PMO inventory data, complete the field as described.

1 Date Of Last Inventory (required, numeric field; 6 positions). Key in the date as of the most recent PPCO physical inventory.

Note: If an inventory date for the PPCO was previously recorded in the system, Figure 94 displays the last recorded inventory date. Key in the new date over the displayed date. Press [Enter].

DATE: XX/XX/XX
TR05

PERSONAL PROPERTY SYSTEM
PPCO INVENTORY UPDATE

CT: 10:49
SNO: _____

ENTER PPCO NUMBER:

** DEPRESS "ENTER" TO SEND DATA
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

Figure 93. PPCO Inventory Update Prompt Screen

DATE: XX/XX/XX
TR05

PERSONAL PROPERTY SYSTEM
PPCO INVENTORY UPDATE

CT: 10:49
SNO: _____

PPCO: 70754575

DATE OF LAST INVENTORY:

**DEPRESS 'ENTER' TO SEND DATA
*PF1=ADM MENU PF2=ANOTHER REQUEST PF3=TRANS MENU CLEAR=TERMINATE

Figure 94. PPCO Inventory Update Detail Screen

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If no errors are found, the message *The Above Date Has Been Recorded As Last Date Inventoried* is displayed near the bottom of the screen. If the data does not pass system edits, error messages are displayed near the bottom of the screen.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Mass PPCO Change (TR06)

Mass PPCO Change is Option 6 on the Transaction Menu (Figure 41). This option is used to perform a mass transfer of accountable property between PPCO's. The transfer, however, must be within GAO.

To select the Mass PPCO Change option, key in **6** at the *Selection Code* prompt on the Transaction Menu (Figure 41), or at any PROP screen, key in **TR06** at the SNO field. Press [Enter].

The Mass PPCO Change screen (Figure 95) is displayed.

Instructions follow for using the functions in this option. Complete the fields as described.

1 Old PPCO (required, alphanumeric field; 8 positions). Key in the 8-position custodial officer number from whom the accountable property is being reassigned.

2 New PPCO (required, alphanumeric field; 8 positions). Key in the 8-position custodial officer number to whom the accountable property is being reassigned. Press [Enter].

If no errors are found, the messages *All Property For The Old PPCO Has Been Assigned To The New PPCO* and *The Number Of Property Records Changed Was:* are displayed in the middle of the screen. If the data does not pass system edits, error messages are displayed in the middle of the screen.

Note: In cases where large inventory files are involved in the mass PPCO change, the system provides a message with the number of records processed thus far. Press [Enter] to continue. The system indicates the total number of property records changed on Figure 95 once the mass PPCO change is completed.

- To establish another property master, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Note: After the action is taken, all property assigned to the old custodial officer will change to the new custodial officer. This option does not permit the selection of certain property records.

```

DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 10:50
TR06                   **** MASS PPCO CHANGE ****          SNO: _____

      OLD PPCO:  [1]                NEW PPCO:  [2]

* * * * * HIT          "ENTER" TO ENTER DATA * * * * *

PF1=ADM MENU          PF2=ANOTHER REQUEST          PF3=TRANS MENU          CLEAR=TERMINATE
  
```

Figure 95. Mass PPCO Change Screen

Update Or View Tables Menu

Update Or View Tables Menu is an option that is accessible only to authorized GAO personnel through use of a confidential access code. This option is used to validate certain data fields prior to updating the PROP database. **GAO is responsible for maintaining these tables.** GAO designates, as appropriate, PPCO's. These individuals have been granted the jurisdictional authority over the property owned and/or controlled by the agency.

The access code is entered at the PMIS banner screen (Figure 3). **Note:** To access the PMIS banner screen, follow the instructions discussed earlier in the manual.

At the PMIS Banner screen (Figure 3) complete the field as described.

1 Enter Your Organizational Identifier (after the flashing arrows). (*required, alphanumeric field; max. of 6 positions.*) Key in the code to access the Update Or View Tables Menu. Press [Enter].

The Update Or View Tables Menu (Figure 96) is displayed.

To select an option on the Update Or View Tables Menu, key in the option number at the *Enter Selection Number* prompt. **Note:** The screen-to-screen feature is not applicable to the options on the Update Or View Tables Menu.

Following is a brief description of each option:

1. Organization Code Table. This option allows you to establish a new organization code, change, delete, or display an existing organization code master record. (See Figures 97–99 for screen exhibits of Option 1 with data entry instructions.)

2. PPCO Table. This option allows you to establish a new custodial officer code, change, delete, or display an existing custodial officer master record. (See Figures 100–102 for screen exhibits of Option 2 with data entry instructions.)

3. Property Code Table. This option allows you to establish a new property code, change, delete, or display an existing property code master record. (See Figures 103–105 for screen exhibits of Option 3 with data entry instructions.)

4. Manufacturer Table. This option allows you to establish a new manufacturer code, change, delete, or display an existing manufacturer code master record. (See Figures 106–108 for screen exhibits of Option 4 with data entry instructions.)

5. Contractor Table. This option allows you to establish a new contractor code, change, delete, or display an existing contractor code master record. (See Figures 109–111 for screen exhibits of Option 5 with data entry instructions.)

```
DATE: XX/XX/XX          PERSONAL PROPERTY SYSTEM          CT: 10:59
* UPDATE OR VIEW TABLES MENU *

SELECT TABLE TO BE UPDATED:

1. ORGANIZATION CODE TABLE
2. PPCO TABLE
3. PROPERTY CODE TABLE
4. MANUFACTURER TABLE
5. CONTRACTOR TABLE

ENTER SELECTION NUMBER >>
* DEPRESS "ENTER" TO SEND DATA
CLEAR=TERMINATE
```

Figure 96. Update Or View Tables Menu Screen

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Organization Code Table

Organization Code Table is Option 1 on the Update Or View Tables Menu (**Figure 96**). This option is used to establish a new organization code, change, delete, or display an existing organization code master record.

To select this option, key in **1** at the *Enter Selection Number* prompt on the Update Or View Tables Menu. Press [Enter].

The Organization Code Table prompt screen (**Figure 97**) is displayed.

Instructions follow for using the functions in this option.

Adding a New Organization Code Record. At the Organization Code Table prompt screen (**Figure 97**), complete the fields as described.

1 Table Key (*no-entry field*). Leave blank for an add action.

2 Action Code (*required, alphanumeric field; 1 position*). Key in **A** (for add). Press [Enter].

The Organization Code Table add screen (**Figure 98**) is displayed. Complete the fields as described:

1 Organization Cd (*required, alphanumeric field; 4 positions*). Key in the 4-position organization code.

2 Abbreviation (*required, alphanumeric field; max. of 12 positions*). Key in the abbreviated version of the organization's name entered at the Name field.

Figure 97. Organization Code Table Prompt Screen

Figure 98. Organization Code Table Add Screen

3 Name (required, alphanumeric field; max. of 35 positions). Key in the organization's complete name.

4 Address (required, alphanumeric field; max. of 70 positions). Key in the complete address (2 lines, 35 spaces each) for the organization code entered. **Only the first address line is a required entry.** Tab to the third address line to key in the city, state, and ZIP code. **City** (required, alphanumeric field; max. of 20 positions). Key in the city. Key in the 2-position abbreviated state code. Key in the 5-digit ZIP code. Key in the optional 4-digit ZIP+4 code.

5 Country (optional, alphanumeric field; max. of 20 positions). Key in the country's name where the organization is located, if other than the United States.

6 Telephone (optional, alphanumeric field; max. of 10 positions) Key in the telephone number for the organization code, starting with the area code.

7 Telex No (optional, alphanumeric field; max. of 15 positions). Key in the telex or any other type of facsimile number, if available. Press [Enter].

If the data passes system edits, the message *Record Successfully Added* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To add another Organization record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Changing An Existing Organization Code Record. At the Organization Code Table prompt screen (**Figure 97**), complete the fields as described.

1 Table Key (required, alphanumeric field; 4 positions). Key in the 4-position organization code to change an existing organization code record.

2 Action Code (required, alpha field; 1 position). Key in **C** (for change). Press [Enter].

The Update Or View Tables change screen (**Figure 99**) is displayed. Key in the new data to change the organization code record in accordance with the entry instructions provided for **Adding a New Organization Code Record**. Press [Enter].

Note: The Organization Code field is protected and does not permit the alteration of an established organization code. All other fields may be changed.

If the data passes system edits, the message *Record Successfully Updated* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To add another Organization record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX		PERSONAL PROPERTY SYSTEM * UPDATE OR VIEW TABLES *		CT: 11:01	
ORGANIZATION CD: 1201		ABBREVIATION: GAO_PROP_REG			
NAME: GAO_PROPERTY_DIVISION,_REG._OFFICE_					
ADDRESS: P.O._BOX_2201_____					
COUNTRY: NEW_WAVELAND_____		TX 78809		(OTHER THAN USA)	
TELEPHONE: _____		TELEX NO.: _____			
* DEPRESS "ENTER" TO SEND DATA					
*PF2=ANOTHER REQUEST		*PF3=TABLE MENU		*CLEAR=TERMINATE	

Figure 99. Organization Code Table Change Screen

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Deleting an Existing Organization Code Record. At the Organization Code Table prompt screen (**Figure 95**), complete the fields as described.

1 Table Key (*required, alphanumeric field; 4 positions*). Key in the 4-position organization code to delete an existing organization code record.

2 Action Code (*required, alphanumeric field; 1 position*). Key in **D** (for delete). Press [Enter].

A completed screen (similar to **Figure 99**) is displayed.

View the completed screen to make sure this is the correct organization code record to be deleted. If this is the record to be deleted, press [PF4] and the message *Record Successfully Deleted* is displayed near the bottom of the screen.

- To delete another Organization record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Displaying An Existing Organization Code Record. At the Organization Code Table prompt screen (**Figure 97**), complete the fields as described.

1 Table Key (*required, alphanumeric field; 4 positions*). Key in the 4-position organization code to display an existing organization code record. Press [Enter].

2 Action Code (*No-entry field*). Leave blank for the display action.

A completed screen (similar to **Figure 99**) is displayed. View the screen precedes proceed with one of the actions as described below.

- To display another Organization record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

PPCO Table

PPCO Table is Option 2 on the Update Or View Tables Menu (**Figure 96**). This option is used to establish a new custodial officer code, change, delete, or display an existing custodial officer master record.

To select this option, key in **2** at the *Enter Selection Number* prompt on the Update Or View Tables Menu. Press [Enter].

The PPCO Table prompt screen (**Figure 100**) is displayed.

Instructions follow for using the functions in this option.

Adding A New PPCO Record. At the PPCO Table prompt screen (**Figure 100**), complete the fields as described.

1 Table Key (*no-entry field*). Leave blank for an add action.

2 Action Code (*required, alphanumeric field; 1 position*). Key in **A** (for add). Press [Enter].

The PPCO Table add screen (**Figure 101**) is displayed. Complete the fields as described:

1 PPCO No (*required, alphanumeric field; 8 positions*). Key in the 8-position Personal Property Custodial Officer number. The first four positions must be a valid organization code and already established in the Organization Code Table.

2 Name (*required, alphanumeric field; max. of 41 positions*). Key in the PPCO's name as follows: last (17 positions); first (12 positions); and middle (12 positions).

Figure 100. PPCO Table Prompt Screen

Figure 101. PPCO Table Add Screen

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3 Address (required, alphanumeric field; max. of 50 positions). Key in the complete address (2 lines, 25 spaces each) for the PPCO code entered. **Only the first address line is a required entry.** Tab to the third address line to key in the city, state, and ZIP Code. **City** (required, alphanumeric field; max. of 20 positions). Key in the city. Key in the 2-position abbreviated state code. Key in the 5-digit ZIP code. Key in the optional 4-digit ZIP+4 code.

4 Telephone. (optional, alphanumeric field; max. of 10 positions.) Key in the telephone number at the PPCO's location, starting with the area code. Press [Enter].

If the data passes system edits, the message *Record Successfully Added* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To add another PPCO record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Changing an Existing PPCO Record. At the PPCO Table prompt screen (**Figure 100**), complete the fields as described.

1 Table Key (required, alphanumeric field; 8 positions). Key in the 8-position PPCO number to change an existing PPCO record.

2 Action Code. Key in C (for change). Press [Enter].

The Update Or View Tables change screen (**Figure 102**) is displayed. Key in the new data to change the PPCO record in accordance with the entry instructions provided for **Adding a New PPCO Record**. Press [Enter].

Note: The PPCO Number field is protected and does not permit the alteration of an established PPCO number. All other fields may be changed. If no property is assigned to the PPCO number, you may delete the PPCO record and add a new PPCO record. (See the segment of the procedures on deleting an existing PPCO record).

If the data passes system edits, the message *Record Successfully Updated* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To change another PPCO record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Deleting an Existing PPCO Record. At the PPCO Table prompt screen (**Figure 100**), complete the fields as described.

1 Table Key (required, alphanumeric field; 8 positions). Key in the 8-position PPCO number to delete an existing PPCO record.

DATE: XX/XX/XX PERSONAL PROPERTY SYSTEM CT: 11:19
* UPDATE OR VIEW TABLES *

PPCO NO: 70754575

NAME: WILLIAMS _____ NIXON_(A) _____

ADDRESS: US_GAO,_SUITE_300 _____
 5029_CORPORATE_WOODS_DR _____
 VIRGINIA_BEACH _____ VA 23462 _____

TELEPHONE: 804 552 8100

* DEPRESS "ENTER" TO SEND DATA

*PF2=ANOTHER REQUEST *PF3=TABLE MENU *CLEAR=TERMINATE

Figure 102. PPCO Table Change Screen

[2] Action Code (*required, alphanumeric field; 1 position*). Key in **D** (for delete). Press [Enter].

A completed screen (similar to **Figure 102**) is displayed.

View the completed screen to make sure this is the correct PPCO record to be deleted. If this is the record to be deleted, press [PF4], and the message *Record Successfully Deleted* is displayed near the bottom of the screen.

Note: If the PPCO number entered already has assigned property, the system does not allow you to delete the PPCO record. When *PF4* or a compatible function key is pressed, the message *Record Cannot Be Deleted While PPCO Has Property On Master File* is displayed near the bottom of the screen.

- To delete another PPCO record, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Displaying an Existing PPCO Record. At the PPCO Table prompt screen (**Figure 100**), complete the fields as described.

[1] Table Key (*required, alphanumeric field; 8 positions*). Key in the 8-position PPCO number to display an existing PPCO record. Press [Enter].

[2] Action Code (*no-entry field*). Leave blank for the display action.

A completed screen (similar to **Figure 102**) is displayed.

- To display another PPCO record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Property Code Table

Property Code Table is Option 3 on the Update Or View Tables Menu (**Figure 96**). This option is used to establish a new property code, change, delete, or display an existing property code master.

To select this option, key in 3 at the *Enter Selection Number* prompt on the Update Or View Tables Menu. Press [Enter].

The Property Code Table prompt screen (**Figure 103**) is displayed.

Instructions follow for using the functions in this option.

Adding A New Property Code Record. At the Property Code Table prompt screen (**Figure 103**), complete the fields as described.

[1] Table Key (*no-entry field*). Leave blank for an add action.

[2] Action Code (*required, alphanumeric field; 1 position*). Key in A (for add). Press [Enter].

The Property Code Table add screen (**Figure 104**) is displayed. Complete the fields as described:

[1] Property Code (*required, alphanumeric field; 6 positions*). Key in the 6-position property code. Tab to the Useful Life field. **Note:** The first four positions of the property code must be a valid Federal Supply Class (i.e., the first four positions of the National Stock Identification Number (NSN).

[1a] Useful Life (*required, numeric field (no zeroes); max. of 2 positions*). Key in the number of years indicating the useful life of a property item. The useful life should be commensurate to the property code entered.

Figure 103. Property Code Table Prompt Screen

Figure 104. Property Code Table Add Screen

[2] Description (required, alphanumeric field; max. of 35 positions). Key in a description of the property code. Press [Enter].

If the data passes system edits, the message *Record Successfully Added* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To add another Property Code record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Changing An Existing Property Code Record. At the Property Code Table prompt screen (**Figure 103**), complete the fields as described.

[1] Table Key (required, alphanumeric field; 6 positions). Key in the 6-position property code to change an existing property code record.

[2] Action Code (required, alphanumeric field; 1 position). Key in *C* (for change). Press [Enter].

The Update Or View Tables change screen (**Figure 105**) is displayed. Key in the new data to change the property code record in accordance with the entry instructions provided for **Adding a New Property Code Record**. Press [Enter].

Note: The Property Code field is protected and does not permit the alteration of an established property code. All other fields may be changed.

If the data passes system edits, the message *Record Successfully Updated* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To change another Property Code record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Deleting An Existing Property Code Record. At the Property Code Table prompt screen (**Figure 103**), complete the fields as described.

[1] Table Key (required, alphanumeric field; 6 positions). Key in the 6-position property code to delete an existing property code record. Tab to the Action Code field.

[2] Action Code (required, alphanumeric field; 1 position). Key in *D* (for delete). Press [Enter].

A completed screen (similar to **Figure 105**) is displayed.

View the completed screen to make sure this is the correct property code record to be deleted. If this is the record to be deleted, press [PF4] and the message *Record Successfully Deleted* is displayed near the bottom of the screen.

- To delete another Property Code record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

```

DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 11:20
                                * UPDATE OR VIEW TABLES *

PROPERTY CODE:  702503
USEFUL LIFE:    06
DESCRIPTION:    ADP, _KEYBOARD_____

* DEPRESS  "ENTER" TO SEND DATA

*PF2=ENTER ANOTHER REQUEST    *PF3=TABLE MENU                      *CLEAR = TERMINATE

```

Figure 105. Property Code Table Change Screen

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Displaying An Existing Property Code Record. At the Property Code Table prompt screen (**Figure 103**), complete the fields as described.

1 Table Key (*required, alphanumeric field; 6 positions*). Key in the 6-position property code to display an existing property code record. Press [Enter].

2 Action Code (*no-entry field*). Leave blank for the

display action.

A completed screen (similar to **Figure 105**) is displayed.

- To display another Property Code record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Manufacturer Table

Manufacturer Table is Option 4 on the Update Or View Tables Menu (**Figure 96**). This option is used to establish a new manufacturer code, change, delete, or display an existing manufacturer code master record.

To select this option, key in **4** at the *Enter Selection Number* prompt on the Update Or View Tables Menu. Press [Enter].

The Manufacturer Table prompt screen (**Figure 106**) is displayed.

Instructions follow for using the functions in this option.

Adding a New Manufacturer Record. At the Manufacturer Table prompt screen (**Figure 106**), complete the fields as described.

1 Table Key (*no-entry field*). Leave blank for an add action.

2 Action Code (*required, alphanumeric field; 1 position*). Key in **A** (for add). Press [Enter].

The Manufacturer Table add screen (**Figure 107**) is displayed. Complete the fields as described:

1 Manufacturer Code (*required, alphanumeric field; max. of 6 positions*). Key in the manufacturer code. If all

six positions are filled, the cursor automatically moves to the Name Of Manufacturer field.

2 Name Of Manufacturer (*required, alphanumeric field; max. of 29 positions*). Key in the manufacturer's name. Press [Enter].

If the data passes system edits, the message *Record Successfully Added* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To add another Manufacturer Code record, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Changing An Existing Manufacturer Record. At the Manufacturer Table prompt screen (**Figure 107**), complete the fields as described.

1 Table Key (*required, alphanumeric field; max. of 6 positions*). Key in the manufacturer code to change an existing manufacturer record. Tab to the Action Code field.

2 Action Code (*required, alphanumeric field; 1 position*). Key in **C** (for change). Press [Enter].

```

DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 11:21
                                * UPDATE OR VIEW TABLES *                SNO: _____

TABLE NAME:    MANUFACTURER TABLE

TABLE KEY:  [1] _____                (BLANK FOR  ADD" )

ACTION CODE:  [2] _____                (SELECT ONE OF THE FOLLOWING)

          A = ADD A NEW RECORD
          C = CHANGE AN EXISTING RECORD
          D = DELETE AN EXISTING RECORD
          BLANK = DISPLAY AN EXISTING RECORD

*ENTER MANUFACTURER CODE IN TABLE KEY*

*   DEPRESS   "ENTER" TO SEND DATA

*PF2=ENTER ANOTHER REQUEST                *PF3=TABLE MENU                *CLEAR=TERMINATE

```

Figure 106. Manufacturer Table Prompt Screen

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```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 11:22
                                * UPDATE OR VIEW TABLES *

MANUFACTURER CODE: [1] _____

NAME OF MANUFACTURER: [2] _____

* DEPRESS    "ENTER" TO SEND DATA

*PF02=ANOTHER REQUEST          *PF03=TABLE MENU          *CLEAR=TERMINATE
```

Figure 107. Manufacturer Table Add Screen

The Update Or View Tables change screen (Figure 108) is displayed. Key in the new data to change the manufacturer record in accordance with the entry instructions provided for **Adding a New Manufacturer Record**. Press [Enter].

Note: The Manufacturer Code field is protected and does not permit the alteration of an established manufacturer code. All other fields may be changed.

If the data passes system edits, the message *Record Successfully Updated* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To change another Manufacturer Code record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Deleting An Existing Manufacturer Record. At the Manufacturer Table prompt screen (Figure 106), complete the fields as described.

[1] Table Key (*required, alphanumeric field; max. of 6 positions.*) Key in the manufacturer code to delete an existing manufacturer record. Tab to the Action Code field.

[2] Action Code (*required, alphanumeric; 1 position.*) Key in **D** (for delete). Press [Enter].

A completed screen (similar to Figure 108) is displayed.

View the completed screen to make sure this is the correct manufacturer record to be deleted. If this is the record to be deleted, press [PF4] or a compatible function key, and the message *Record Successfully Deleted* is displayed near the bottom of the screen.

- To delete another Manufacturer Code record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 11:22
                                * UPDATE OR VIEW TABLES *

MANUFACTURER CODE: IBM

NAME OF MANUFACTURER:  INTERNATNL_BUSINESS_MACHINES_

* DEPRESS    "ENTER" TO SEND DATA

*PF02=ANOTHER REQUEST          *PF03=TABLE MENU          *CLEAR=TERMINATE
```

Figure 108. Manufacturer Table Change Screen

After completing the delete, press the applicable PF key as displayed near the bottom of the screen or press Clear to terminate the session.

Displaying an Existing Manufacturer Record. At the Manufacturer Table prompt screen (**Figure 106**), complete the fields as described.

1 **Table Key** (*required, alphanumeric field; max. of 6 positions*). Key in the manufacturer code to display an existing manufacturer record. Press [Enter].

2 **Action Code** (*no-entry field*). Leave blank for the display action.

A completed screen (similar to **Figure 108**) is displayed.

- To display another Manufacturer Code record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

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Contractor Table

Contractor Table is Option 5 on the Update Or View Tables Menu (**Figure 96**). This option is used to add a new contractor record, changing, delete, or display an existing contractor record.

To select this option, key in **5** at the *Enter Selection Number* prompt on the Update Or View Tables Menu. Press [Enter].

The Contractor Table prompt screen (Figure 109) is displayed.

Instructions follow for using the functions in this option.

Adding a New Contractor Record. At the Contractor Table prompt screen (Figure 109), complete the fields as described.

1 Table Key (*no-entry field*). Leave blank for an add action.

2 Action Code (required, alphanumeric field; 1 position). Key in *A* (for add). Press [Enter].

The Contractor Table add screen (**Figure 110**) is displayed. Complete the fields as described:

1 Contract Abbrev (*required, alphanumeric field; max. of 15 positions*). Key in an abbreviated version of the contractor's name. If all 15 positions are filled, the cursor automatically moves to the Contractor field.

2 Contractor (required, alphanumeric field; max. of 35 positions). Key in the contractor's official business/company name.

```

DATE: XX/XX/XX                                PERSONAL PROPERTY SYSTEM
                                                * UPDATE OR VIEW TABLES *
CT: 11:23
SNO: _____

TABLE NAME:      CONTRACTOR TABLE

TABLE KEY:      1 (BLANK FOR ADD")

ACTION CODE: 2 (SELECT ONE OF THE FOLLOWING)
                A = ADD A NEW RECORD
                C = CHANGE AN EXISTING RECORD
                D = DELETE AN EXISTING RECORD
                BLANK = DISPLAY AN EXISTING RECORD

*ENTER CONTRACTOR CODE IN TABLE KEY*

*   DEPRESS   "ENTER" TO SEND DATA

*PF2=ENTER ANOTHER REQUEST          *PF3=TABLE MENU          *CLEAR=TERMINATE

```

Figure 109. Contractor Table Prompt Screen

```

DATE: XX/XX/XX                                PERSONAL PROPERTY SYSTEM
                                                * UPDATE OR VIEW TABLES *
                                                CT: 11:23
                                                SNO: _____

CONTRACT ABBREV: [1] _____
CONTRACTOR: [2] _____
CONTACT NAME: [3] _____
ADDRESS: [4] _____
COUNTRY: [5] _____ (OTHER THAN USA)
TELEPHONE: [6] _____ TELEX NO.: [7] _____

* DEPRESS "ENTER" TO SEND DATA

PF2=ANOTHER REQUEST      PF3=TABLE MENU      CLEAR=TERMINATE

```

Figure 110. Contractor Table Add Screen

3 Contact Name (required, alphanumeric field; max. of 35 positions). Key in the name of the individual/contractor official affiliated with the contractor.

4 Address (required, alphanumeric field; max. of 70 positions). Key in complete address (2 lines, 35 spaces each) for the contractor entered. **Only the first address line is a required entry.** Tab to the third address line to key in the city, state, and ZIP code. **City.** (required, alphanumeric field; max. of 20 positions.) Key in the city. Key in the 2-position abbreviated state code. Key in the 5-digit ZIP code. Key in the optional 4-digit ZIP+4 code.

5 Country (optional, alphanumeric field; max. of 35 positions). Key in the country's name where the contractor is located, if other than the United States.

6 Telephone (optional, alphanumeric field; max. of 10 positions). Key in the contractor's telephone number, starting with the area code.

7 Telex No (optional, alphanumeric field; max. of 15 positions). Key in the telex or any other type of facsimile number, if available. Press [Enter].

If the data passes system edits, the message *Record Successfully Added* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To add another Contractor record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Changing an Existing Contractor Record. At the Contractor Table prompt screen (**Figure 109**), respond to the prompts as follows:

1 Table Key (required, alphanumeric field; max. of 15 positions). Key in the contractor abbreviation to change an existing contractor record.

2 Action Code (required, alphanumeric field; 1 position). Key in C (for change). Press [Enter].

The Update Or View Tables screen (Figure 111) for changing a contractor record is displayed. Key in the new data to change the contractor record in accordance with the entry instructions provided for **Adding a New Contractor Record**. Press [Enter].

Note: The Contract Abbrev field is protected and does not permit the alteration of an established contractor code. All other fields may be changed.

If the data passes system edits, the message *Record Successfully Updated* is displayed near the bottom of the screen, and the PROP database is updated. If the keyed in data does not pass system edits, a maximum of six errors at a time are displayed near the bottom of the screen. As errors are corrected, other messages are displayed if needed. All errors must be corrected before the PROP database is updated.

- To change another Contractor record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

DATE: XX/XX/XX		PERSONAL PROPERTY SYSTEM * UPDATE OR VIEW TABLES *		CT: 11:27 SNO: _____	
CONTRACT ABBREV:		TABLETOPMAN_____			
CONTRACTOR:		TABLETOP MANAGEMENT, INC_____			
CONTACT NAME:		MORRIS K. BROWNSTONE_____			
ADDRESS:		P.O. BOX 77408_____			
COUNTRY:		PARKLAND_____		MD 22210_____ (OTHER THAN USA)	
TELEPHONE:		____		TELEX NO.: _____	
* DEPRESS "ENTER" TO SEND DATA					
PF2=ANOTHER REQUEST		PF3=TABLE MENU		CLEAR=TERMINATE	

Figure 111. Contractor Table Change Screen

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Deleting an Existing Contractor Record. At the Contractor Table prompt screen (**Figure 109**), respond to the prompts as follows:

1 Table Key (*required, alphanumeric field; max. of 15 positions*). Key in the contractor abbreviation to delete an existing contractor record.

2 Action Code (*required, alphanumeric field; 1 position*). Key in **D** (for delete). Press [Enter].

A completed screen (similar to **Figure 111**) is displayed.

View the completed screen to make sure this is the correct contractor record to be deleted. If this is the record to be deleted, press [PF4] and the message *Record Successfully Deleted* is displayed near the bottom of the screen.

- To delete another Contractor record, press [PF2] and repeat the process.

- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Displaying an Existing Contractor Record. At the Contractor Table prompt screen (**Figure 109**), respond to the prompts as follows:

1 Table Key (*required, alphanumeric field; max. of 15 positions*). Key in the contractor abbreviation to display an existing contractor record. Press [Enter].

2 Action Code (*no-entry field*). Leave blank for the display action.

A completed screen (similar to **Figure 111**) is displayed.

- To delete another Contractor record, press [PF2] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

Reports Generator Menu

Reports Generator Menu is Option 3 on the Administrative Menu (**Figure 5**). This option provide numerous programmed report options for property items accounted for in the PROP database.

To select this option, key in **3** at the *Enter Selection* prompt on the Administrative Menu **or** key in **RPMU** or **AD03** at the SNO field. Press [Enter].

The first of three Report Generator Menu screens (**Figures 112–114**) is displayed.

- To display additional reports on the menu, press [PF3].
- To select a report, position the cursor next to the desired report. Press [Enter].

The Report Generator Detail screen is displayed. You **must** complete the required fields in order to produce the report.

Following is a brief description of each report:

55, Contractor Table Listing. The 55 report provides a list of the contractor records maintained in the Contractor Table in the PROP database. This report is produced in contractor code and contractor name sequence and contains such information as contact name, address, telephone number, and telefax number. (See **Figure 115** for an exhibit of the request screen for the 55 and **Exhibit 1** for a sample copy of the 55.)

56, Manufacturer Table Listing. The 56 report provides a list of the manufacturer records maintained in the Manufacturer Table in the PROP database. This report is produced in manufacturer code and manufacturer name sequence. (See **Figure 116** for an exhibit of the request screen for the 56 and **Exhibit 2** for a sample copy of the 56.)

```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 12:06
RPMU                          ** REPORT GENERATOR MENU **            SNO: 
PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:

55 -CONTRACTOR TABLE LISTING
56 -MANUFACTURER TABLE LISTING
57 -PROPERTY CODE TABLE LISTING
58 -ORGANIZATION CODE TABLE LISTING
60 -PPCO TABLE LISTING

*PF1=ADM MENU                PF3=ADDITIONAL REPORTS                CLEAR=TERMINATE
```

Figure 112. The First Report Generator Menu Screen

```
DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 12:06
                                ** REPORT GENERATOR MENU **            SNO: 
PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:

371 -PERSONAL PROPERTY LISTING (BY NFC ID SEQ)
371A-PERSONAL PROPERTY LISTING (BY NFC ID WITH ACCUMULATED DEPRECIATION)
372A-PERSONAL PROPERTY LISTING (BY MANUFACTURER IN SERIAL NO. SEQ)
372B-PERSONAL PROPERTY LISTING (BY MANUFACTURER IN MODEL NO. SEQ)
373A-PERSONAL PROPERTY LISTING (BY ORGANIZATION IN NFC ID SEQ)
373B-PERSONAL PROPERTY LISTING (BY ORGANIZATION IN PPCO SEQ)
374A-PERSONAL PROPERTY LISTING (BY PPCO IN NFC ID SEQ)
374B-PERSONAL PROPERTY LISTING (BY PPCO IN PROPERTY CODE SEQ)
375 -PERSONAL PROPERTY LISTING (BY PROPERTY CODE)
375A-PROPERTY CODE SUMMARY REPORT

*PF1=ADM MENU                PF3=ADDITIONAL REPORTS                CLEAR=TERMINATE
```

Figure 113. The Second Report Generator Menu Screen

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DATE: XX/XX/XX
PERSONAL PROPERTY SYSTEM
** REPORT GENERATOR MENU **
CT: 12:07
SNO: _____

PLACE CURSOR NEXT TO REPORT DESIRED AND DEPRESS ENTER:

376 -PERSONAL PROPERTY LISTING (BY TYPE CODE IN NFC ID SEQ)
376A-PERSONAL PROPERTY LISTING (BY TYPE CODE IN ACQ.DOCUMENT NO. SEQ)
377 -PERSONAL PROPERTY LISTING (BY ACQ.DOCUMENT NO. IN PROPERTY CODE SEQ)
377A-PERSONAL PROPERTY LISTING (BY ACQ.DOCUMENT NO. IN TYPE CODE SEQ)
378 -PERSONAL PROPERTY RETIREMENT REPORT
303 -PERSONAL PROPERTY TRANSACTION REPORT
379 -CAPITALIZED PROPERTY EXCEPTION REPORT
328B-DEPRECIATION REPORT

*PF1=ADM MENU
PF3=ADDITIONAL REPORTS
CLEAR=TERMINATE

Figure 114. The Third Report Generator Menu Screen

57, Property Code Table Listing. The 57 report provides a list of the property code records maintained in the Property Code Table in the PROP database. This report is produced in property code and description sequence and also contains the useful life of each code in the PROP database. (See **Figure 117** for an exhibit of the request screen for the 57 and **Exhibit 3** for a sample copy of the 57.)

58, Organization Code Table Listing. The 58 report provides a list of the organization records maintained in the Organization Code Table in the PROP database. This report is produced in organization code and organizational name sequence and also contains the organization acronym. (See **Figure 118** for an exhibit of the request screen for the 58 and **Exhibit 4** for a sample copy of the 58.)

60, PPCO Table Listing. The 60 report provides a list of the PPCO records maintained in the PPCO Table in the PROP database. This report is produced in PPCO number and PPCO name sequence and contains such information as organization, address, and telephone number. (See **Figure 119** for an exhibit of the request screen for the 60 and **Exhibit 5** for a sample copy of the 60.)

371, Personal Property Listing (By NFC-ID Seq). The 371 report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP database. This report is produced in NFC ID number sequence by agency and contains such information as property code, description, manufacturer code, serial and model number, receipt date, acquisition document number and cost, and type code. Summary totals are provided for acquisition costs and number of items at the end of the report. (See **Figure 120** for an exhibit of the request screen for the 371 and **Exhibit 6** for a sample copy of the 371.)

371A, Personal Property Listing (By NFC-ID With Accumulated Depreciation). The 371A report identifies the

property items for an agency and reflects the accumulated depreciation for each property item maintained in the PROP database. This report is produced in NFC ID number sequence by agency and contains such information as property code, manufacturer, serial number, organization code, acquisition document number and cost, receipt date, and type code. Summary totals are provided for acquisition costs and amount of accumulated depreciation at the end of each page, and at the end of the report. (See **Figure 121** for an exhibit of the request screen for the 371A and **Exhibit 7** for a sample copy of the 371A.)

372A, Personal Property Listing (By Manufacturer In Serial No. Seq). The 372A report identifies the cost totals for property items maintained in the PROP database. This report is produced in manufacturer sequence followed by the serial number. It contains such information as NFC ID, manufacturer code, model number, property code, description, and acquisition cost. Summary totals on acquisition costs and number of items are provided at the end of each manufacturer. (See **Figure 122** for an exhibit of the request screen for the 372A and **Exhibit 8** for a sample copy of the 372A.)

372B, Personal Property Listing (By Manufacturer In Model No. Seq). The 372B report identifies the cost totals for property items maintained in the PROP database. This report is produced in manufacturer sequence followed by the model number. It contains such information as NFC ID, manufacturer code, serial number, property code, description, and acquisition cost. Summary totals on acquisition costs and number of items are provided at the end of each manufacturer. (See **Figure 123** for an exhibit of the request screen for the 372B and **Exhibit 9** for a sample copy of the 372B.)

373A, Personal Property Listing (By Organization In NFC ID Seq). The 373A report identifies the cost totals for property items maintained in the PROP database. This report is produced in organization code sequence followed

by the NFC ID. It contains such information as PPCO number, PPCO date, property code, description, manufacturer, serial and model number, and acquisition cost. Summary totals on acquisition costs and number of items are provided at the end of each organization code. (See **Figure 124** for an exhibit of the request screen for the 373A and **Exhibit 10** for a sample copy of the 373A.)

373B, Personal Property Listing (By Organization In PPCO Seq). The 373B report identifies the cost totals for property items maintained in the PROP database. This report is produced in organization code sequence followed by the PPCO number. It contains such information as NFC ID, PPCO date, property code, description, manufacturer, serial and model number, and acquisition cost. Summary totals on acquisition costs and number of items are provided at the end of each organization code. (See **Figure 125** for an exhibit of the request screen for the 373B and **Exhibit 11** for a sample copy of the 373B.)

374A, Personal Property Listing (By PPCO In NFC ID Seq). The 374A report identifies the cost totals for property items maintained in the PROP database assigned to a specific custodial officer. It may be requested by PPCO number or by agency. This report is produced in NFC ID sequence and contains such information as PPCO date, property code, description, manufacturer, serial and model number, receipt date, and acquisition cost. Summary totals on acquisition costs and number of items are provided at the end of each PPCO number. (See **Figure 126** for an exhibit of the request screen for the 374A and **Exhibit 12** for a sample copy of the 374A.)

374B, Personal Property Listing (By PPCO In Property Code Seq). The 374B report identifies the cost totals for property items maintained in the PROP database assigned to a specific custodial officer. It may be requested by PPCO number or by agency. This report is produced in property code sequence and contains such information as NFC ID, PPCO date, description, manufacturer, serial and model number, receipt date, and acquisition cost. Summary totals on acquisition costs and number of items are provided at the end of each PPCO number. (See **Figure 127** for an exhibit of the request screen for the 374B and **Exhibit 13** for a sample copy of the 374B.)

375, Personal Property Listing (By Property Code). The 375 report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP database. It may be requested by a specific property code or by agency. This report is produced in property code sequence, followed by the description and manufacturer. It contains such information as NFC ID number, model and serial numbers, acquisition cost, receipt date, and type code. (See **Figure 128** for an exhibit of the request screen for the 375 and **Exhibit 14** for a sample copy of the 375.)

375A, Property Code Summary Report. The 375A report identifies the property items for an agency. This report is produced in property code sequence and provides the total number of units and the total dollar value for each property code as well as the description. (See **Figure 129** for an exhibit of the request screen for the 375A and **Exhibit 15** for a sample copy of the 375A.)

376, Personal Property Listing (By Type Code In NFC ID Seq). The 376 report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP database. It may be requested by a specific type code or by agency. This report is produced by type code in NFC ID sequence. It contains such information as description, property code, PPCO number, serial and model number, manufacturer, acquisition cost, receipt date, and accumulated depreciation. Summary totals on the number of units, acquisition cost, and accumulated depreciation are provided at the end of each type code. (See **Figure 130** for an exhibit of the request screen for the 376 and **Exhibit 16** for a sample copy of the 376.)

376A, Personal Property Listing (By Type Code In Acq. Document No. Seq). The 376A report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP database. It may be requested by a specific type code. This report is produced by type code in acquisition document number sequence, followed by the NFC ID. It contains such information as property code receipt date, serial number, acquisition cost, accumulated depreciation, useful life, manufacturer, and organization code. Summary totals on acquisition costs and accumulated depreciation are provided at the end of each type code and at the end of the report. (See **Figure 131** for an exhibit of the request screen for the 376A and **Exhibit 17** for a sample copy of the 376A.)

377, Personal Property Listing (By Acq. Document No. In Property Code Seq). The 377 report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP database. It may be requested by a specific acquisition document number or by agency. This report is produced by acquisition document number in property code sequence. It contains such information as serial and model number, receipt date, manufacturer, NFC ID number, and acquisition cost. (See **Figure 132** for an exhibit of the request screen for the 377 and **Exhibit 18** for a sample copy of the 377.)

377A, Personal Property Listing (By Acq. Document No. In Type Code Seq). The 377A report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP database. It may be requested by a specific acquisition document number, by type code, or by agency. This report is produced in acquisition document number sequence. It contains such information as serial and model numbers, type code, receipt date, NFC ID, manufacturer, acquisition cost, and

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accumulated depreciation. Summary totals on number of items and acquisition costs are provided for each type code and acquisition document number. (See **Figure 133** for an exhibit of the request screen for the 377A and **Exhibit 19** for a sample copy of the 377A.)

378, Personal Property Retirement Report. The 378 report identifies the property items for an agency that have been retired during a specific time period. It is requested by transaction dates. This report is produced in type code sequence, followed by the transaction type code. It contains such information as transaction date, property code, manufacturer, serial number, acquisition document number, receipt date, acquisition cost, accumulated depreciation, useful life, and organization code. Summary totals on acquisition costs and accumulated depreciation are provided at the end of each transaction and type code and at the end of the report. (See **Figure 134** for an exhibit of the request screen for the 378 and **Exhibit 20** for a sample copy of the 378.)

303, Personal Property Transaction Report. The 303 report identifies the types of modification/transactions performed in the property master for the specified period entered at the report request screen. (See Appendix F for a list of the transaction type codes.) This report may be requested by ORG or specific PPCO number and is sorted on the PPCO number in NFC ID sequence. It contains other information such as FSC, document type, document number, line item, description, manufacturer, serial number, transaction type code, date of transaction, acquisition cost and date, and user ID. The report also summarizes the “additions”, “deletions”, and “modifications” made to items in PROP. Summary totals by type of action is also provided for each PPCO. (See **Figure 135** for an exhibit of the request screen for the 303 and **Exhibit 21** for a sample copy of the report.)

379, Capitalized Property Exception Report. The 379 report identifies all capitalized property items (i.e., Type Code C) for an agency that has an acquisition cost of one cent (.01). This report is produced in acquisition document number sequence and contains such information as NFC ID number, property code, manufacturer, serial number, useful life, receipt date, and organization code. (See **Figure 136** for an exhibit of the request screen for the 379 and **Exhibit 22** for a sample copy of the 379.)

328B, Depreciation Report. The 328B report identifies all capitalized property items (i.e., Type Code C) for an agency and reflects the depreciation for each capitalized property item maintained in the PROP database. This report is produced in NFC ID number sequence and contains such information as acquisition document number, receipt date, useful life, acquisition cost, monthly and accumulated depreciation, final depreciation date, and unrecovered balance. Summary totals on acquisition costs, monthly and accumulated depreciation, and unrecovered balances are provided at the end of the report. (See **Figure 137** for an exhibit of the request screen for the 328B and **Exhibit 23** for a sample copy of the 328B.)

Note: To request a report, position the cursor next to the report name shown on the applicable menu screen (**Figures 110–112**) and press Enter.

The Report Generator Detail screen for the requested report is displayed. Complete the fields on this screen to produce the report. Generally, the fields on the Report Generator Detail screen are the same for all reports; therefore, to avoid duplication, entry instructions for the “common” fields are not repeated for every screen. Instructions are provided, however, when a field has not previously been displayed.

55, Contractor Table Listing

Report 55 is an option on the first Report Generator Menu (**Figure 112**). This report provides a list of contractor records maintained in the Contractor Table produced in contractor code and contractor name sequence.

To produce this report, select this option on the first Report Generator Menu. Press [Enter].

The Report Generator Detail screen (**Figure 115**) for Report 55 is displayed.

Instructions follow for using the functions in this option. Complete the fields as described below:

- [1] User's Name** (*required, alphanumeric field; max. of 20 positions*). Key in the user's name or other identifying information to ensure receipt of the report.
- [2] Job Suffix** (*required, alphanumeric field; 1 position*). Key in any character from **A** to **Z** or **0** to **9** to further facilitate report identification when several reports are requested by the same user. The Job Suffix field also provides a mechanism to better monitor reports awaiting execution and enhances the production of reports in a more timely manner.
- [3] Destination** (*required, alphanumeric field; max. of 16 positions*). Key in the printer location where the report is to be printed.

[4] No Of Copies (*optional, numeric field; 1 position*). Key in any digit from **1** to **9** indicating the number of copies needed. If left blank, only one copy of the report is printed. The cursor automatically moves to the Browse field if an entry is made.

[5] Browse (*optional, alphanumeric field; max. of 3 positions*). Key in either **Yes** or **No** indicating if the report is to be viewed prior to the actual printing. If left blank, the system automatically defaults to No. **Note:** Refer to Title VI, Systems Access Manual, Chapter 2, Section 2, dated May 3, 1989, for detailed instructions on accessing and utilizing the browse option. Press Enter.

If the data passes system edits, you are returned to **Figure 112**. The messages **GAXXXX – PROP55 Being Generated** and **Please Verify That Printer Is On** are displayed near the bottom of the screen. If the data does not pass system edits, a maximum of three errors at a time are displayed near the bottom of the screen. As errors are corrected, more errors are displayed if needed. All errors must be corrected before the report is printed.

- To request another report, press [PF3] and repeat the process.
- To perform another function or exit, press the applicable key shown at the bottom of the screen.

```

DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 12:07
                               **REPORT GENERATOR DETAIL**            SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 55      :

USER'S NAME :  [1] _____

JOB SUFFIX   :  [2] _____

DESTINATION  :  [3] _____

NO OF COPIES:  [4] _____

BROWSE       :  [5] _____

**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU          PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE

```

Figure 115. Report Generator Detail Screen (Report 55)

56, Manufacturer Table Listing

Report 56 is an option on the first Report Generator Menu (**Figure 112**). This report provides a list of the manufacturer records maintained in the Manufacturer Table produced in manufacturer code and manufacturer name sequence.

To produce this report, select this option on the first Report Generator Menu. Press [Enter].

The Report Generator Detail screen (**Figure 116**) for Report 56 is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing**.

57, Property Code Table Listing

Report 57 is an option on the first Report Generator Menu (**Figure 112**). This report provides a list of the property code records maintained in the Property Code table produced in property code and description sequence.

To produce this report, select this option on the first Report Generator Menu. Press [Enter].

The Report Generator Detail screen (**Figure 117**) for Report 57 is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing**.

```

DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 12:08
                                **REPORT GENERATOR DETAIL**            SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 56                :

USER'S NAME : _____

JOB SUFFIX   :  _

DESTINATION  : _____

NO OF COPIES:  _

BROWSE      :  ____

**DEPRESS   "ENTER" TO SEND DATA

*PF1=ADM MENU                PF3=ADDITIONAL REPORTS                CLEAR=TERMINATE

```

Figure 116. Report Generator Detail Screen (Report 56)

```

DATE: XX/XX/XX                                PERSONAL PROPERTY SYSTEM
**REPORT GENERATOR DETAIL**                  CT: 12:08
SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 57      :

USER'S NAME : _____

JOB SUFFIX   : _

DESTINATION  : _____

NO OF COPIES: _

BROWSE       : ____

**DEPRESS   "ENTER" TO SEND DATA

*PF1=ADM MENU          PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE

```

Figure 117. Report Generator Detail Screen (Report 57)

371, Personal Property Listing (By NFC ID Seq)

Report 371 is an option on the second Report Generator Menu (**Figure 113**). This report identifies the property items for an agency and reflects the accumulation of all property items maintained in the PROP database. This report is produced in NFC ID number sequence.

To produce Report 371, select this option on the second Report Generator Menu (**Figure 113**). Press [Enter].

The Report Generator Detail screen (**Figure 120**) for Report 371 is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing**.

371A, Personal Property Listing (By NFC ID With Accumulated Depreciation)

Report 371A is an option on the second Report Generator Menu (**Figure 113**). This report identifies the property items for an agency and reflects the accumulated depreciation for each property item maintained in the PROP database. This report is produced in NFC ID number sequence.

To produce Report 371A, select this option on the second Report Generator Menu (**Figure 113**). Press [Enter].

The Report Generator Detail screen (**Figure 121**) for Report 371A is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing**.

```

DATE: XX/XX/XX
                                PERSONAL PROPERTY SYSTEM
                                **REPORT GENERATOR DETAIL**
                                CT: 12:09
                                SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 371 :

USER'S NAME : _____

JOB SUFFIX   :  _

DESTINATION  :  _____

NO OF COPIES:  _

BROWSE       :  _____

**DEPRESS   "ENTER" TO SEND DATA

*PF1=ADM MENU      PF3=ADDITIONAL REPORTS      CLEAR=TERMINATE
  
```

Figure 120. Report Generator Detail Screen (Report 371)

```

DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 12:10
                                **REPORT GENERATOR DETAIL**            SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 371A:

USER'S NAME : _____

JOB SUFFIX   :  _

DESTINATION  :  _____

NO OF COPIES:  _

BROWSE       :  _____

**DEPRESS   "ENTER" TO SEND DATA

*PF1=ADM MENU      PF3=ADDITIONAL REPORTS      CLEAR=TERMINATE
  
```

Figure 121. Report Generator Detail Screen (Report 371A)

produce the report on a specific manufacturer code. If left blank, the report will include all manufacturer codes in the PROP database.

372B, Personal Property Listing (By Manufacturer In Model No. Seq)

Report 372B is an option on the second Report Generator Menu (**Figure 113**). This report provides a list of cost totals for property items maintained in the PROP database. This report is produced in manufacturer sequence followed by the model number.

To produce Report 372B, select this option on the second Report Generator Menu (**Figure 113**). Press [Enter].

The Report Generator Detail screen (**Figure 123**) for Report 372B is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing** and **372A, Personal Property Listing (By Manufacturer In Serial N0. Seq)**.

Complete the fields using the instructions under **55, Contractor Table Listing** and **372A, Personal Property Listing (By Manufacturer In Serial N0. Seq)**.

```

DATE: XX/XX/XX                                PERSONAL PROPERTY SYSTEM
**REPORT GENERATOR DETAIL**                    CT: 12:13
SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 372B:

USER'S NAME : _____ ENTER MANUFACTURER : _____

JOB SUFFIX   : _____

DESTINATION  : _____

NO OF COPIES: _____

BROWSE       : _____

**DEPRESS   "ENTER" TO SEND DATA

*PF1=ADM MENU          PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE

```

Figure 122. Report Generator Detail Screen (Report 372A)

```

DATE: XX/XX/XX                                PERSONAL PROPERTY SYSTEM.          CT: 12:13
**REPORT GENERATOR DETAIL**                  SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 372B:

USER'S NAME : _____ ENTER MANUFACTURER : _____

JOB SUFFIX   :  _

DESTINATION  :  _____

NO OF COPIES:  _

BROWSE       :  _____

**DEPRESS   "ENTER" TO SEND DATA

*PF1=ADM MENU          PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE

```

Figure 123. Report Generator Detail Screen (Report 372B)

duce the report on a specific custodial officer. If left blank, the report will include all custodial officers in the PROP database.

374B, Personal Property Listing (By PPCO In Property Code Seq)

Report 374B is an option on the second Report Generator Menu (**Figure 113**). This report provides a list of cost totals for property items maintained in the PROP database assigned to a specific custodial officer. This report may be requested by PPCO number or by agency. It is produced in property code sequence.

To produce Report 374B, select this option on the second Report Generator Menu (**Figure 113**). Press [Enter].

The Report Generator Detail screen (**Figure 127**) for Report 374B is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing** and **374A, Personal Property Listing (By PPCO In NFC ID Seq)**.

Complete the fields using the instructions under **55, Contractor Table Listing** and **374A, Personal Property Listing (By PPCO In NFC ID Seq)**.

Figure 126. Report Generator Detail Screen (Report 374A)

Figure 127. Report Generator Detail Screen (Report 374B)

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375, Personal Property Listing (By Property Code)

Report 375 is an option on the second Report Generator Menu (Figure 113). This report provides a list of property items for an agency and reflects the accumulation of all property items maintained in the PROP database. This report may be requested by a specific property code or by agency. It is produced in property code sequence followed by the description and manufacturer.

To produce Report 375, select this option on the second Report Generator Menu (Figure 113). Press [Enter].

The Report Generator Detail screen (Figure 128) for Report 375 is displayed.

Complete the fields using the instructions under 55, Contractor Table Listing.

A new field, Enter Property Code, not shown in the previously referenced report is described below:

1 Enter Property Code. (optional, alphanumeric field; max. of 15 positions.) Key in the property code to

produce the report on a specific property code. If left blank, the report will include all property codes in the PROP database.

375A, Property Code Summary Report

Report 375A is an option on the second Report Generator Menu (Figure 113). This report provides a list of property items for an agency. This report is produced in property code sequence and provides the total number of units and the total dollar value for each property code as well as the description.

To produce Report 375A, select this option on the second Report Generator Menu (Figure 113). Press [Enter].

The Report Generator Detail screen (Figure 129) for Report 375A is displayed.

Complete the fields using the instructions under 55, Contractor Table Listing and 375, Personal Property Listing (By Property Code).

DATE: XX/XX/XX

PERSONAL PROPERTY SYSTEM
REPORT GENERATOR DETAIL

CT: 12:15
SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 375 :

USER'S NAME : _____

ENTER PROPERTY CODE : _____

JOB SUFFIX : _____

DESTINATION : _____

NO OF COPIES: _____

BROWSE : _____

**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU PF3=ADDITIONAL REPORTS CLEAR=TERMINATE

Figure 128. Report Generator Detail Screen (Report 375)

DATE: XX/XX/XX

PERSONAL PROPERTY SYSTEM
REPORT GENERATOR DETAIL

CT: 12:15
SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 375A:

USER'S NAME : _____

ENTER PROPERTY CODE : _____

JOB SUFFIX : _____

DESTINATION : _____

NO OF COPIES: _____

BROWSE : _____

**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU PF3=ADDITIONAL REPORTS CLEAR=TERMINATE

Figure 129. Report Generator Detail Screen (Report 375A)

376, Personal Property Listing (By Type Code In NFC ID Seq)

Report 376 is an option on the third Report Generator Menu (**Figure 114**). This report provides a list of property items for an agency and reflects the accumulation of all property items maintained in the PROP database. This report may be requested by a specific type code or by agency. It is produced by type code in NFC ID sequence.

To produce Report 376, select this option on the third Report Generator Menu (**Figure 114**). Press [Enter].

The Report Generator Detail screen (**Figure 130**) 376 is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing**.

A new field, Enter Property Code, not shown in the previously referenced report is described below:

2 Enter Type Code. (*optional, alphanumeric field; 1 position.*) Key in the type code to produce the report on a

specific type code. If left blank, the report will include all type codes in the PROP database.

376A, Personal Property Listing (By Type Code In Acq. Document No. Seq)

Report 376A is an option on the third Report Generator Menu (**Figure 114**). This report provides a list of property items for an agency and reflects the accumulation of all property items maintained in the PROP database. This report may be requested by a specific type code. It is produced by type code in acquisition document number sequence, followed by the NFC ID.

To produce Report 376A, select this option on the third Report Generator Menu (**Figure 114**). Press [Enter].

The Report Generator Detail screen (**Figure 131**) for Report 376A is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing** and **376, Personal Property Listing (By Type Code In NFC ID Seq)**.

```

DATE: XX/XX/XX                                PERSONAL PROPERTY SYSTEM
                                           **REPORT GENERATOR DETAIL**
                                           CT: 12:15
                                           SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 376 :
USER'S NAME : _____ ENTER TYPE CODE:
                                           1
JOB SUFFIX   : _
DESTINATION  : _____
NO OF COPIES: _
BROWSE       : ____
**DEPRESS   "ENTER" TO SEND DATA
*PF1=ADM MENU          PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE
  
```

Figure 130. Report Generator Detail Screen (Report 376)

```

DATE: XX/XX/XX                                PERSONAL PROPERTY SYSTEM
                                           **REPORT GENERATOR DETAIL**
                                           CT: 12:16
                                           SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 376A:
USER'S NAME : _____ ENTER TYPE CODE:
                                           -
JOB SUFFIX   : _
DESTINATION  : _____
NO OF COPIES: _
BROWSE       : ____
**DEPRESS   "ENTER" TO SEND DATA
*PF1=ADM MENU          PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE
  
```

Figure 131. Report Generator Detail Screen (Report 376A)

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377, Personal Property Listing (By Acq. Document No. In Property Code Seq)

Report 377 is an option on the third Report Generator Menu (Figure 114). This report provides a list of property items for an agency and reflects the accumulation of all property items maintained in the PROP database. This report may be requested by a specific acquisition document number or by agency. It is produced by acquisition document number in property code sequence.

To produce Report 377, select this option on the third Report Generator Menu (Figure 114). Press [Enter].

The Report Generator Detail screen (Figure 132) for Report 377 is displayed.

Complete the fields using the instructions under 55, Contractor Table Listing.

A new field, Enter Property Code, not shown in the previously referenced report is described below:

1 Enter Document No. (optional, alphanumeric field; max. of 16 positions.) Key in the document number to pro-

duce the report on a specific acquisition document number. If left blank, the report will include all acquisition document numbers in the PROP database.

377A, Personal Property Listing (By Acq. Document No. In Type Code Seq)

To produce Report 377A, select this option on the third Report Generator Menu (Figure 114). Press Enter.

The Report Generator Detail screen (Figure 133) for Report 377A is displayed.

Report 377A is an option on the third Report Generator Menu (Figure 114). This report provides a list of property items for an agency and reflects the accumulation of all property items maintained in the PROP database. This report may be requested by a specific acquisition document number, by type code, or by agency. It is produced by acquisition document number in acquisition document number sequence.

Complete the fields using the instructions under 55, Contractor Table Listing and 377, Personal Property Listing (By Acq. Document No. In Property Code Seq).

DATE: XX/XX/XX PERSONAL PROPERTY SYSTEM
REPORT GENERATOR DETAIL CT: 12:16
SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 377 :

USER'S NAME : _____ ENTER DOCUMENT NO: _____
JOB SUFFIX : _ **1**

DESTINATION : _____

NO OF COPIES: _

BROWSE : _____

**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU PF3=ADDITIONAL REPORTS CLEAR=TERMINATE

Figure 132. Report Generator Detail Screen (Report 377)

DATE: XX/XX/XX PERSONAL PROPERTY SYSTEM
REPORT GENERATOR DETAIL CT: 12:16
SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 377A:

USER'S NAME : _____ ENTER DOCUMENT NO: _____

JOB SUFFIX : _ ENTER TYPE CODE: _____

DESTINATION : _____

NO OF COPIES: _

BROWSE : _____

**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU PF3=ADDITIONAL REPORTS CLEAR=TERMINATE

Figure 133. Report Generator Detail Screen (Report 377A)

ganization In NFC ID Seq) and 374A, Personal Property Listing (By PPCO In NFC ID Seq).

Note: Complete either the Org field or the PPCO field, but not both to produce the report for a specific organization code or for a specific PPCO. If both fields are left blank, the report will include all organization codes and all PPCO's in the PROP database.

Two new fields, From Date and To Date, not previously referenced are described as follows:

1 From Date. (required, numeric field; 6 positions.) Key in the beginning date of the report as **MM DD YY**. The cursor automatically moves to the To Date field.

2 To Date. (required, numeric field; 6 positions.) Key in the ending date of the report as **MM DD YY**.

```

DATE: XX/XX/XX                PERSONAL PROPERTY SYSTEM                CT: 12:17
                                **REPORT GENERATOR DETAIL**            SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 378 :

USER'S NAME : _____      OR      : _____

                                OR

JOB SUFFIX  : _              PPCO   : _____

DESTINATION : _____      FROM   : _____      TO
DATE: [1] _ _ _             DATE: [2] _ _ _

NO OF COPIES: _

BROWSE      : _____

**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU          PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE

```

Figure 134. Report Generator Detail Screen (Report 378)

303, Personal Property Transaction Report

To produce Report 303, select this option on the third Report Generator Menu (**Figure 114**). Press [Enter].

The Report Generator Detail screen (**Figure 135**) for Report 303 is displayed.

Report 303 is an option on the third Report Generator Menu (**Figure 114**). This report identifies the types of modification/transactions performed in the property master for the specific period entered at the report request screen. This report may be requested by a ORG or specific PPCO number in NFC ID sequence.

Complete the fields using the instructions under **55, Contractor Table Listing, 373A, Personal Property Listing (By Organization In NFC ID Seq), 374A, Personal Property Listing (By PPCO In NFC ID Seq), and 378, Personal Property Retirement Report.**

```

DATE: XX/XX/XX
                                PERSONAL PROPERTY SYSTEM
                                **REPORT GENERATOR DETAIL**
                                CT: 12:17
                                SNO: _____

PLEASE ENTER THE FOLLOWING DATA TO PRODUCE REPORT 303 :

USER'S NAME : _____ OR : _____
                                OR
JOB SUFFIX   : _          PPCO : _____

DESTINATION : _____ FROM: _____ TO
DATE: _____ DATE: _____ _ _ _

NO OF COPIES: _

BROWSE      : _____

**DEPRESS "ENTER" TO SEND DATA

*PF1=ADM MENU          PF3=ADDITIONAL REPORTS          CLEAR=TERMINATE

```

Figure 135. Report Generator Detail Screen (Report 303)

328B, Depreciation Report

Report 328B is an option on the third Report Generator Menu (**Figure 114**). This report identifies all capitalized property items (i.e., Type Code C) for an agency and reflects the depreciation for each capitalized property item maintained in the PROP database. This report is produced in NFC ID number sequence.

To produce Report 328B, select this option on the third Report Generator Menu (**Figure 114**). Press [Enter].

The Report Generator Detail screen (**Figure 137**) for Report 328B is displayed.

Complete the fields using the instructions under **55, Contractor Table Listing**.

Figure 136. Report Generator Detail Screen (Report 379)

Figure 137. Report Generator Detail Screen (Report 328B)

Excess Property Coordinator Menu
(reserved)

Excess Property Coordinator Menu is Option 4 on the Administrative Menu (**Figure 5**). This option is reserved and is not being used by GAO at this time.

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Sample 55, Contractor Table Listing

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Sample 56, Manufacturer Table Listing

DATE PROP56	GENERAL ACCOUNTING OFFICE MANUFACTURER TABLE REPORT IN MANUFACTURER SEQUENCE		PAGE 1
MANUFACTURER	CODE		
A.I.TECH INTERNATIONAL CORP.	AI TECH		
A.P.BUCK	APBUCK		
A/V CONCEPTS	AVC		
ABONITE	ABONIT		
ACER	ACER		
ACROPRINT	ACRO		
ADAPT INC.	ADAPT		
ADDA CORP.	ADDA		
ADDRESSOGRAPH	ADG		
ADLER	ADLER		
ADVANCED COLOR TECHNOLOGY	ACT		
ADVANCED DIGITAL SYSTEMS	ADVDIG		
AGI	AGI		
ALLIED TELESIS INC.	ATI		
ALNOR INSTRUMENTS CO.	ALNOR		
ALPINE AIR PRODUCTS	ALPINE		
ALR BUSINESS	ALR		
ALTEC	ALTEC		
ALTOS	ALTOS		
AMANO	AMANO		
AMAX	AMAX		
AMAZING TECH. CORP.	ATC		
AMDEK	AMDEK		
AMERICAN BELL	AMBELL		
AMERICAN ELECTRONIC SVC CORP	AESC		

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Sample 56, Manufacturer Table Listing (cont'd)

DATE PROP56	GENERAL ACCOUNTING OFFICE MANUFACTURER TABLE REPORT IN MANUFACTURER SEQUENCE	PAGE 2
MANUFACTURER	CODE	
AMERICAN MANAGEMENT SYSTEMS	AMS	
AMERICAN METAL WARE	AMW	
AMERICAN PORTABLE RESEARCH	APR	
AMERICAN POWER CONVERSION	APC	
AMERICAN RELIANCE INC.	ARM	
AMERICAN SCIENCE & ENGINEERING	AMS8E	
AMPEX	AMPEX	
AMPROBE/PASAR, INC.	PASAR	
AMX CORP.	AMX	
ANACOMP, INC.	ANCOMP	
ANCHOR AUTOMATION INC.	AAI	
ANCHOR SIGNAL EXPRESS	ASE	
ANDERSON JACOBSON	ANJ	
ANDERSON SAMPLERS	ANDSAM	
ANTON BAUER INC.	ANTON	
APOLLO	APOLLO	
APPLE	APPLE	
APPLIED CREATIVE TECH. INC.	ACTI	
ARCNET	ARCNET	
ARION CORP.	ARION	
ARKAY	ARKAY	
ART METAL-USA INC.	ART	
ARTOGRAPH	ARTOGR	
ASCEND COMMUNICATIONS	ASCEND	
ASKSAM	ASKSAM	

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Sample 57, Property Code Table Listing

DATE PROP57	GENERAL ACCOUNTING OFFICE PROPERTY CODE TABLE REPORT IN DESCRIPTION SEQUENCE	USEFUL LIFE	PAGE 1
DESCRIPTION	CODE		
ADDING MACHINE, ELECTRIC	742001	10	
ADP SYSTEM CONFIGURATION	701001	06	
ADP, BAR CODE READERS	702507	06	
ADP, CLEANING EQUIPMENT	703502	10	
ADP, COMPUTER PROJECTION PANEL	703507	06	
ADP, CONTROLLER	702501	06	
ADP, CPU (DIGITAL)	702101	06	
ADP, CPU, SPECIAL PURPOSE	702102	06	
ADP, I/D/STORAGE/BACKUP DEVICE	702509	06	
ADP, KEYBOARD	702503	06	
ADP, LAN HARDWARE	702520	06	
ADP, LAN SOFTWARE (AFTER 10/1/95)	703021	03	
ADP, LAN SOFTWARE (THROUGH 9/30/95)	703020	06	
ADP, MEMORY CHIP	705001	03	
ADP, PORTABLE/LAPTOP PC	701002	06	
ADP, PRINTER	702504	06	
ADP, PRINTER SWITCH/BUFFER BDX	703506	06	
ADP, SERVER	702505	06	
ADP, SOFTWARE(CAPLTD) THRU 9/30/95	703001	03	
ADP, SOFTWARE(CAPLTD)AFTER 10/1/95	703002	03	
ADP, SUPPORT EQUIPMENT/ACCESSORIES	703509	06	
ADP, TERMINAL/MONITOR	702502	06	
ADP, TESTING EQUIPMENT	703501	06	
AIR CLEANER/IONIZER	446001	10	
AIR CONDITIONER	412001	10	

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Sample 57, Property Code Table Listing (cont'd)

DATE PROP57	GENERAL ACCOUNTING OFFICE PROPERTY CODE TABLE REPORT IN DESCRIPTION SEQUENCE	PAGE 2
DESCRIPTION	CODE	USEFUL LIFE
AIR SAMPLERS (ASBESTOS)	669501	10
ALARM SYSTEM/ACCESSORIES	635001	10
AMPLIFIERS	596502	15
ANSWERING MACHINE	580502	05
AUDIO CASSETTE RECORDER/PLAYER	583504	10
AUDIO EDITING/MIXING	583502	15
AUDIO EQUIPMENT/ACCESSORIES, OTHER	583503	15
AUDIO EQUIPMENT/SECURITY (OSI)	583505	10
AUDIO RECORDING/DUPLICATING	583501	15
AUTODIALER	580501	08
AUTOPEN	749007	10
BATTERY CHARGER	614001	10
BINDING EQUIPMENT	361025	15
BINOCULARS	665001	05
BLUEPRINT MACHINE	361040	15
BUNDLING/WRAPPING EQUIPMENT	354001	15
CALCULATOR, DESK-TOP	742002	10
CALCULATOR, HAND-HELD	742003	05
CAMERA, FILM & SECURITY, ACCESSORIES	583603	10
CAMERA, OTHER	672002	10
CAMERA, STILL PICTURE	672001	10
CAMERA, STILL, ACCESSORIES	676003	10
CAMERA, STILL, LENS	676002	10
CLEANING, FLOOR POLISHER/CLEANER	791002	10
CLEANING, VACUUM CLEANER	791001	05

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Sample 58, Organization Code Table Listing

DATE: PROP58			UNITED STATES GENERAL ACCOUNTING OFFICE ORGANIZATION CODE TABLE LISTING (BY TITLE)		PAGE 1
CODE	ACRONYM	TITLE			
7035	CIN	(CINCINNATI--CLOSED 11/95)			
7050	DET	(DETROIT--CLOSED 11/95)			
6560	EO	(FRANKFURT--CLOSED 9/94)			
6570	FEO	(HONOLULU--CLOSED 7/94)			
7070	NY	(NEW YORK--CLOSED 11/95)			
3220	AFMD	(OLD AFMD ORG CODE--SEE 3330)			
5110	IMTEC	(OLD IMTEC CODE--SEE 3330)			
7080	PHI	(PHILADELPHIA--CLOSED 9/94)			
3330	AIMD	ACCTG & INFORMATION MGMT DIVISION			
1075	ACG/OPS	ACG/OPERATIONS			
1070	ACG/PR	ACG/POLICY & REPORTING			
1013	ACG	ASST COMPTROLLER GENERAL			
7020	ATL	ATLANTA REGIONAL OFFICE			
7025	BOS	BOSTON REGIONAL OFFICE			
7030	CHI	CHICAGO REGIONAL OFFICE			
1040	CRO	CIVIL RIGHTS OFFICE			
1010	CG	COMPTROLLER GENERAL			
7040	DAL	DALLAS REGIONAL OFFICE			
1227	DCC	DAY CARE CENTER			
7045	DEN	DENVER REGIONAL OFFICE			
1550	FASAB	FED ACCT STANDARDS ADV BOARD			
1298	FC	FITNESS CENTER			
1226	CAFÉ	GAO CAFETERIA			
9010	GAOHU	GAO HEALTH UNIT			
4220	GGO	GENERAL GOVERNMENT DIVISION			
1210	GSC/DD	GENERAL SVCS & CONTROLLER/DD			

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Sample 58, Organization Code Table Listing (cont'd)

DATE: PROP58		UNITED STATES GENERAL ACCOUNTING OFFICE ORGANIZATION CODE TABLE LISTING (BY TITLE)		PAGE 2
CODE	ACRONYM	TITLE		
4440	HRD	HEALTH, EDUCATION & HUMAN SVCS. DIV.		
1215	HRMAS	HUMAN RESOURCE MGMT ANAL STAFF		
1300	JFMIP	JOINT FIN MGMT IMPROVMT PROG		
7055	KC	KANSAS CITY REGIONAL OFFICE		
8000	LAN	LAN CAPITALIZED PROPERTY		
7060	LA	LOS ANGELES REGIONAL OFFICE		
3990	NSIAD	NATL SECURITY INTL AFFAIRS DIV		
7075	NOR	NORFOLK REGIONAL OFFICE		
1080	OAAP	OFF OF AFFIRMATIVE ACTION PLANS		
2300	OCCD	OFF OF COUNSELING CAREER DVLPMT		
1800	OTMC	OFF OF INFO MGMT & COMMUNCTNS		
2100	OTIAOL	OFF OF INTL AUDIT ORG LIAISON		
6410	OSI	OFF OF SPECIAL INVESTIGATIONS		
1270	OAM	OFFICE OF ACQUISITION MGMT		
1275	OB	OFFICE OF BUDGET		
6200	OCE	OFFICE OF CHIEF ECONOMIST		
1030	OCR	OFFICE OF CONGRESSIONAL RELATIONS		
1240	OFM	OFFICE OF FINANCIAL MANAGEMENT		
1400	OGC	OFFICE OF GENERAL COUNSEL		
1050	OIE	OFFICE OF INTERNAL EVALUATION		
2020	OP	OFFICE OF POLICY		
2030	OPP	OFFICE OF PROGRAM PLANNING		
1225	OPM	OFFICE OF PROPERTY MANAGEMENT		
1020	OPA	OFFICE OF PUBLIC AFFAIRS		
1295	ORPS	OFFICE OF REAL PROPERTY SVCS		
2600	OR	OFFICE OF RECRUITMENT		

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Sample 60, PPCO Table Listing

DATE PROP60	UNITED STATES GENERAL ACCOUNTING OFFICE				PAGE 1
PPCO TABLE REPORT					
ALPHABETIC SORT OF NAMES					
AGENCY - 97 GENERAL ACCOUNTING OFFICE					
1	PPCO:	18069455			
	NAME:	(ADP LOANER)			
	FIRST ADDRESS:	ROOM 1N18			
	SECOND ADDRESS:	441 G ST. NW	STATE: DC ZIP: 20548		
	CITY:	WASHINGTON			
	PHONE NUMBER:	202-512-3770			
2	PPCO:	70209814			
	NAME:	(ADP)			
	FIRST ADDRESS:	U.S. GAO, SUITE 700			
	SECOND ADDRESS:	2635 CENTURY PARKWAY	STATE: GA ZIP: 30345		
	CITY:	ATLANTA			
	PHONE NUMBER:	404-679-1802			
3	PPCO:	44401776			
	NAME:	(ADP)			
	FIRST ADDRESS:	ROOM 650 NATL. GUARD BLDG			
	SECOND ADDRESS:	441 G ST. NW	STATE: DC ZIP: 20548		
	CITY:	WASHINGTON			
	PHONE NUMBER:	202-512-7019			
4	PPCO:	70857471			
	NAME:	(ADP)			
	FIRST ADDRESS:	US GAO, SUITE 1200			
	SECOND ADDRESS:	301 HOWARD ST.	STATE: CA ZIP: 94105		
	CITY:	SAN FRANCISCO			
	PHONE NUMBER:	415-904-2158			
5	PPCO:	70400835			
	NAME:	(ADP)			
	FIRST ADDRESS:	US GAO, SUITE 220			
	SECOND ADDRESS:	1999 BRYAN STREET	STATE: TX ZIP: 75201		
	CITY:	DALLAS			
	PHONE NUMBER:	214-777-5716			
6	PPCO:	70458099			
	NAME:	(ADP)			
	FIRST ADDRESS:	U.S. GAO, SUITE 800			
	SECOND ADDRESS:	1244 SPEER BOULEVARD	STATE: CO ZIP: 80204 3581		
	CITY:	DENVER			
	PHONE NUMBER:	303-572-7314			
7	PPCO:	20301746			
	NAME:	(ADP)			
	FIRST ADDRESS:	ROOM 3800			
	SECOND ADDRESS:	441 G ST. NW	STATE: DC ZIP: 20548		
	CITY:	WASHINGTON			
	PHONE NUMBER:	202-512-7827			

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Sample 60, PPCO Table Listing (cont'd)

DATE PROP60	UNITED STATES GENERAL ACCOUNTING OFFICE					PAGE	2
PPCO TABLE REPORT							
ALPHABETIC SORT OF NAMES							
AGENCY - 97 GENERAL ACCOUNTING OFFICE							
8	PPCO:	70554914					
	NAME:	(ADP)					
	FIRST ADDRESS:	US GAO					
	SECOND ADDRESS:	5799 BROADMOOR, SUITE 600					
	CITY:	MISSION	STATE:	KS	ZIP:	66202	
	PHONE NUMBER:	913-384-7510					
9	PPCO:	70909269					
	NAME:	(ADP)					
	FIRST ADDRESS:	US GAO, ROOM 1992					
	SECOND ADDRESS:	915 SECOND AVENUE					
	CITY:	SEATTLE	STATE:	WA	ZIP:	98174	
	PHONE NUMBER:	206-287-4788					
10	PPCO:	48809044					
	NAME:	(ADP)					
	FIRST ADDRESS:	ROOM 1842					
	SECOND ADDRESS:	441 G ST. NW					
	CITY:	WASHINGTON	STATE:	DC	ZIP:	20548	
	PHONE NUMBER:	202-512-5026					
11	PPCO:	42208095					
	NAME:	(ADP)					
	FIRST ADDRESS:	ROOM 3857					
	SECOND ADDRESS:	441 G ST. NW					
	CITY:	WASHINGTON	STATE:	DC	ZIP:	20548	
	PHONE NUMBER:	202-512-9784					
12	PPCO:	70754575					
	NAME:	(ADP)					
	FIRST ADDRESS:	US GAO, SUITE 300					
	SECOND ADDRESS:	5029 CORPORATE WDCOS DR.					
	CITY:	VIRGINIA BEACH	STATE:	VA	ZIP:	23462	
	PHONE NUMBER:	804-552-8152					
13	PPCO:	14006119					
	NAME:	(ADP)					
	FIRST ADDRESS:	ROOM 6823					
	SECOND ADDRESS:	441 G ST. NW					
	CITY:	WASHINGTON	STATE:	DC	ZIP:	20548	
	PHONE NUMBER:	202-512-4488					
14	PPCO:	33304557					
	NAME:	(ADP)					
	FIRST ADDRESS:	ROOM 6124					
	SECOND ADDRESS:	441 G ST. NW					
	CITY:	WASHINGTON	STATE:	DC	ZIP:	20548	
	PHONE NUMBER:	202-512-5107					

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Sample 371, Personal Property Listing (By NFC ID Seq)

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DATE PROP 371	NFC-ID MODEL	PROP CODE PPCO	DESCRIPTION RCPT DATE	ACO DOC	MANUFACTURER	ACO COST	TYPE	SERIAL		
GA0000000198	702503	ADP. KEYBOARD	11-01-90	9130090	MMRX MEMOREX	\$71.50	C	73100565		
	70754575									
GA0000000202	702504	ADP. PRINTER	10-01-88	8112016	EPSON EPSON	\$353.20	N	00C0016399		
	44401776									
GA0000000208	711020	SAFE, SINGLE COMBINATION LOCK	01-01-79	8113558	MOSLERMOSLER SAFE CO.	\$1,227.62	N	249952686		
	70752009									
GA0000000209	711020	SAFE, SINGLE COMBINATION LOCK	05-01-80	9113506	MOSLERMOSLER SAFE CO.	\$891.36	N	1591011		
	70752009									
GA0000000210	711020	SAFE, SINGLE COMBINATION LOCK	01-01-79	8113558	MOSLERMOSLER SAFE CO.	\$1,227.62	N	249952685		
	70752009									
GA0000000212	711020	SAFE, SINGLE COMBINATION LOCK	03-01-81	0114527	MOSLERMOSLER SAFE CO.	\$975.31	N	1202227		
	70752009									
GA0000000213	581501	FACSIMILE EQUIPMENT	10-01-88	8112204	PAN PANASONIC	\$1,796.00	N	18808036		
	70752009									
GA0000000215	581501	FACSIMILE EQUIPMENT	04-01-91	9100990	FUT FUJITSU LIMITED	\$836.00	N	334012283		
	70752009									
GA0000000216	667001	SCALE, POSTAL	10-01-85	5112399	FAL FRIDEN ALCATEL	\$1,908.00	N	86203570		
	70752009									
GA0000000217	742002	CALCULATOR, DESK-TOP	03-01-84	4111447	ROYAL ROYAL	\$89.90	N	78017612		
	70752009									
GA0000000218	743002	TYPEWRITER, ELECTRONIC	07-01-85	5112350	ADLER ADLER	\$699.00	N	54098700		
	70752009									
GA0000000219	702502	ADP. TERMINAL/MONITOR	12-01-91	9130090	MMRX MEMOREX	\$308.00	C	011586		
	12253124									

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Sample 371, Personal Property Listing (By NFC ID Seq) (cont'd)

DATE	PROP371	UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY LISTING BY NFC-ID NUMBER										PAGE	11
NFC-ID MODEL	PROP CODE	DESCRIPTION	PCO	RCPT DATE	ACQ DOC	MANUFACTURER	ACQ COST	TYPE	SERIAL				
GA0000000220 28616	702101 12253124	ADP, CPU (DIGITAL) 12-01-91			9130090	AST AST	\$1,179.00	C	TWB5009222				
GA0000000221	702503 12253124	ADP, KEYBOARD 12-01-91			9130090	AST AST	\$40.00	C	16996241				
GA0000000222	702502 23005980	ADP, TERMINAL/MONITOR 01-01-92			1130024	MMRX MEMOREX	\$554.00	C	017837				
GA0000000223 707538633	702101 12253124	ADP, CPU (DIGITAL) 01-01-92			1130024	MMRX MEMOREX	\$4,111.00	C	4148002834				
GA0000000224	702503 12706991	ADP, KEYBOARD 01-01-92			1130024	MMRX MEMOREX	\$45.00	C	1140A121				
GA0000000226 31741R	702501 18008751	ADP, CONTROLLER 10-01-87			7111963	IBM INTERNATIONAL BUSINESS MACHINES	\$10,553.00	C	9408				
GA0000000228	702503 18008751	ADP, KEYBOARD 12-01-87			7112291	IBM INTERNATIONAL BUSINESS MACHINES	\$150.00	N	1198328				
GA0000000230 707538633	702101 12962011	ADP, CPU (DIGITAL) 01-01-92			1130024	MMRX MEMOREX	\$4,111.00	C	4148002917				
GA0000000232 4224	702504 12253124	ADP, PRINTER 10-01-87			7111963	IBM INTERNATIONAL BUSINESS MACHINES	\$3,600.00	N	1169513				
GA0000000233 2400	589501 12253124	MODEMS (EXTERNAL) 01-01-92			1130024	HAYES HAYES	\$292.00	C	A06410003176				
GA0000000234	702502 12253124	ADP, TERMINAL/MONITOR 12-01-91			9130090	MMRX MEMOREX	\$308.00	C	011584				
GA0000000236	702503 12253124	ADP, KEYBOARD 12-01-91			9130090	AST AST	\$40.00	C	24096291				

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Sample 371A, Personal Property Listing (By NFC ID With Accumulated Depreciation)

DATE	UNITED STATES GENERAL ACCOUNTING OFFICE							PAGE	2
PROP371A	PERSONAL PROPERTY LISTING BY NFC-ID NUMBER (WITH ACCUMULATED DEPRECIATION)								
NFC-ID ACQ DOC	PROP CODE	MANUFACTURER RCPT DATE	SERIAL #	ACQ COST	ACCUM DEPR	ORG	TYPE		
GA0000000034 7111963	702509	IBM INTERNATNL BUSINESS MACHINES 06-01-91	088009110KL	\$453.00	\$.00	1801	N		
GA0000000035 7111963	702509	IBM INTERNATNL BUSINESS MACHINES 09-01-87	088P38930JL	\$453.00	\$.00	1801	N		
GA0000000039 4111452	743002	ADLER ADLER 04-01-84	54017546	\$816.53	\$.00	7075	N		
GA0000000041 3116400	743002	ADLER ADLER 10-01-83	44743292	\$575.00	\$.00	7075	N		
GA0000000042 9112718	742002	ROYAL ROYAL 08-01-79	71475467	\$130.13	\$.00	7075	N		
GA0000000043 9112535	743002	BRO BROTHER 10-01-89	J93881714	\$465.00	\$.00	7075	N		
GA0000000044 2116471	742002	ROYAL ROYAL 08-01-82	76021241	\$125.90	\$.00	7075	N		
GA0000000050 9011736	702504	HP HEWLETT PACKARD 07-01-90	3014446	\$1,200.00	\$.00	7075	N		
GA0000000051 9130090	589501	HAYES HAYES 02-01-90	G00931GE3910	\$112.84	\$112.84	7075	C		
GA0000000052 9130090	702502	MMRX MEMOREX 11-01-90	2030007694	\$559.37	\$559.37	7075	C		
GA0000000053 9130090	702101	MMRX MEMOREX 11-01-90	101703772	\$1,988.93	\$1,988.93	7075	C		
GA0000000054 9130090	702503	MMRX MEMOREX 11-01-90	73100251	\$71.50	\$71.50	7075	C		
PAGE TOTALS				\$6,951.20	\$2,732.64				

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Sample 372A, Personal Property Listing (By Manufacturer In Serial No. Seq)

DATE		UNITED STATES GENERAL ACCOUNTING OFFICE				PAGE
PROP372A		PERSONAL PROPERTY LISTING BY MANUFACTURER				1
NFC-ID		MANUFACTURER		SERIAL	MODEL	
PROP CODE		DESCRIPTION		ACQ COST		
GA0000043830		ACER ACER			486	
702505		ADP, SERVER		\$1,500.00		
GA0000043829		ACER ACER				
702502		ADP, TERMINAL/MONITOR		M33D125111		
				\$500.00		
GA0000035818		ACER ACER				
702502		ADP, TERMINAL/MONITOR		M7011170301		
				\$500.00		
GA0000040223		ACER ACER				
702502		ADP, TERMINAL/MONITOR		M7811194433		
				\$500.00		
GA0000040221		ACER ACER				
702502		ADP, TERMINAL/MONITOR		M7811197687		
				\$500.00		
ACQUISITION COST TOTAL				\$3,500.00		
RECORDS TOTAL				5		

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Sample 372B, Personal Property Listing (By Manufacturer In Model No. Seq)

DATE				UNITED STATES GENERAL ACCOUNTING OFFICE				PAGE	
PROP372B				PERSONAL PROPERTY LISTING BY MANUFACTURER				13	
				(BY MODEL NUMBER)					
NFC-ID	MANUFACTURER	MODEL	SERIAL	ACQ COST					
PROP CODE	DESCRIPTION								
GA0000039989	APC AMERICAN POWER CONVERSION	SMART600	W920601229	\$369.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000038647	APC AMERICAN POWER CONVERSION	UPS1400R	S95056470154	\$793.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000027902	APC AMERICAN POWER CONVERSION	UPS600	S95025492254	\$284.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000040132	APC AMERICAN POWER CONVERSION	UPS600	W920969117	\$369.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000027341	APC AMERICAN POWER CONVERSION	1200VX	P900604820	\$827.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000037644	APC AMERICAN POWER CONVERSION	1250	S95014976524	\$662.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000037607	APC AMERICAN POWER CONVERSION	1250RM	95025468210	\$662.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000037610	APC AMERICAN POWER CONVERSION	1250RM	94124719672	\$662.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000037615	APC AMERICAN POWER CONVERSION	1250RM	S95070167349	\$662.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000037616	APC AMERICAN POWER CONVERSION	1250RM	94114360159	\$662.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000037619	APC AMERICAN POWER CONVERSION	1250RM	95025468245	\$662.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								
GA0000037957	APC AMERICAN POWER CONVERSION	1250RM	S95046190110	\$662.00					
703509	ADP, SUPPORT EQUIPMENT/ACCESSORIES								

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Sample 373A, Personal Property Listing (By Organization In NFC ID Seq)

DATE PROP373A	UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY LISTING BY ORGANIZATION (BY NFC-ID)						PAGE 5
ORGANIZATION: 1225							
NFC-ID MANUFACTURER	PPCO	PPCO DATE	PROP CODE SERIAL	DESCRIPTION MODEL	ACQ COST		
GA000011864 PAN PANASONIC	12253124	04-01-91	581501 331010058	FACSIMILE EQUIPMENT UF270M	\$1,215.00		
GA000017540 CROWN CROWN	12258868	11-22-93	393001 1A136693	MATERIAL HANDLING EQUIPMENT 30WR11	\$15,196.00		
GA000020791 DIB DIEBOLD	12253124	10-01-91	711020 NONE	SAFE, SINGLE COMBINATION LOCK 5DRAWER	\$760.00		
GA000021236 IBM INTERNATNL BUSINESS MACHINES	12253124	10-01-95	702101 23BLWH4	ADP, CPU (DIGITAL) 486	\$1,899.00		
GA000021304 MAGVX MAGNAVOX	12253124	10-01-95	702502 52465774	ADP, TERMINAL/MONITOR	\$300.00		
GA000021415 MARS MARS ELECTRONICS	12253124	09-09-94	702507 35410071365	ADP, BAR CODE READERS MEQ430	\$1,950.21		
GA000021416 MARS MARS ELECTRONICS	12253124	09-09-94	702507 35410071363	ADP, BAR CODE READERS MEQ430	\$1,950.21		
GA000021417 MARS MARS ELECTRONICS	12253124	09-09-94	702507 35410071369	ADP, BAR CODE READERS MEQ430	\$1,950.21		
GA000022979 STROM STROMBERG	12253124	08-01-94	664501 153966AQ	TIME/DATE STAMP, TIMECLOCK 210	\$498.00		
GA000022980 STROM STROMBERG	12258868	08-01-94	664501 153961AQ	TIME/DATE STAMP, TIMECLOCK 210	\$498.00		
GA000025826 MMRX MEMOREX	12253124	05-19-95	702502 017971	ADP, TERMINAL/MONITOR	\$308.00		
GA000028099 MMRX MEMOREX	12253124	08-07-95	702502 009323	ADP, TERMINAL/MONITOR	\$277.50		

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Sample 373B, Personal Property Listing (By Organization In PPCO Seq)

DATE	PPCO	PPCO DATE	PROP CODE	SERIAL	DESCRIPTION	MODEL	ACQ COST	PAGE
PROP373B					UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY LISTING BY ORGANIZATION (BY PPCO)			1
ORGANIZATION: 1075								
NFC-ID	PPCO	PPCO DATE	PROP CODE	SERIAL	DESCRIPTION	MODEL	ACQ COST	
MANUFACTURER								
GA0000001137	10756357	04-09-96	702504		ADP. PRINTER			
IBM	INTERNATNL BUSINESS MACHINES		11L1742		4019		\$1,916.17	
GA0000001151	10756357	09-29-95	702504		ADP. PRINTER			
IBM	INTERNATNL BUSINESS MACHINES		11L1716		4019		\$1,916.17	
GA0000001698	10756357	07-17-96	742002		CALCULATOR, DESK-TOP			
CANON	CANON		201845		P14100		\$319.84	
GA0000003636	10756357	11-28-95	589501		MODEMS (EXTERNAL)			
HAYES	HAYES		A06410003141		9600		\$292.00	
GA0000004749	10756357	07-17-96	589501		MODEMS (EXTERNAL)			
HAYES	HAYES		A0641003168		9600		\$292.00	
GA0000004957	10756357	07-17-96	702504		ADP. PRINTER			
EPSON	EPSON		026063		FX185		\$533.66	
GA0000005177	10756357	01-11-96	702504		ADP. PRINTER			
IBM	INTERNATNL BUSINESS MACHINES		11H9675		4019		\$1,916.17	
GA0000005684	10756357	01-31-96	702504		ADP. PRINTER			
IBM	INTERNATNL BUSINESS MACHINES		11L1520		4019		\$1,916.17	
GA0000005695	10756357	02-01-92	702502		ADP. TERMINAL/MONITOR			
MHRX	MEMOREX		018493				\$554.00	
GA0000005696	10756357	02-01-92	702101		ADP. CPU (DIGITAL)			
AST	AST		TWB5003806		28616		\$1,179.00	
GA0000005697	10756357	02-01-92	702503		ADP. KEYBOARD			
AST	AST		09746241				\$40.00	
GA0000005709	10756357	04-01-92	773002		TELEVISION			
MIE	MITSUBISHI ELECTRONICS		U201020217				\$450.00	

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Sample 374A, Personal Property Listing (By PPCO In NFC ID Seq)

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PERSONAL PROPERTY LISTING BY PPCO											
(BY NFC-ID)											
DATE	PPCO	PROP CODE	DESCRIPTION	RCPT DATE	MANUFACTURER	ACQ COST	SERIAL				
PROP374A											
PPCO: 12151180											
NFC-ID	MODEL	PROP CODE	DESCRIPTION	RCPT DATE	MANUFACTURER	ACQ COST	SERIAL				
GA0000001585	4019	702504	ADP, PRINTER	11-01-91	IBM	INTERNATNL BUSINESS MACHINES	11L1558				
						\$1,916.17					
GA0000001597	SE1000CD	743001	TYPEWRITER, ELECTRIC	07-01-81	ADLER ADLER	\$796.00	46485715				
GA0000002695		702503	ADP, KEYBOARD	12-01-91	AST	\$40.00	08956111				
GA0000003257		702503	ADP, KEYBOARD	12-01-91	AST	\$40.00	13099220				
GA0000003471	2400	589501	MODEMS (EXTERNAL)	06-01-91	HAYES HAYES	\$62.00	601031GE361				
GA0000003481	4019	702504	ADP, PRINTER	11-01-91	IBM	INTERNATNL BUSINESS MACHINES	11L1479				
						\$1,916.17					
GA0000003761	4019	702504	ADP, PRINTER	11-01-91	IBM	INTERNATNL BUSINESS MACHINES	11L0669				
						\$1,916.17					
GA0000003765		773002	TELEVISION	01-01-83	SEARS SEARS	\$289.00	V21822844				
GA0000004138	28616	702101	ADP, CPU (DIGITAL)	12-01-91	AST	\$1,179.00	TWB5006572				
GA0000004377	28616	702101	ADP, CPU (DIGITAL)	12-01-91	AST	\$1,179.00	TWB5006826				
GA0000005822		702503	ADP, KEYBOARD	01-01-92	AST	\$40.00	25136301				
GA0000006183	7045D	702101	ADP, CPU (DIGITAL)	08-01-89	MMRX	MEMOREX	190200496				
						\$1,988.93					

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Sample 374B, Personal Property Listing (By PPCO In Property Code Seq)

UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY LISTING BY PPCO (BY PROPERTY CODE)										PAGE
DATE PROP374B										2
PPCO: 10101009										
NFC-ID MODEL	PROP CODE	PPCO DATE	DESCRIPTION	RCPT DATE	MANUFACTURER ACO COST	SERIAL				
GA0000020966 486	702101	07-16-96	ADP, CPU (DIGITAL)	08-15-94	IBM INTERNATNL BUSINESS MACHINES \$2,133.00	23N5494				
GA0000020967 486	702101	07-16-96	ADP, CPU (DIGITAL)	08-15-94	IBM INTERNATNL BUSINESS MACHINES \$2,133.00	23N5219				
GA0000020968 486	702101	07-16-96	ADP, CPU (DIGITAL)	08-15-94	IBM INTERNATNL BUSINESS MACHINES \$2,133.00	23N5290				
GA0000020970 486	702101	07-16-96	ADP, CPU (DIGITAL)	08-15-94	IBM INTERNATNL BUSINESS MACHINES \$2,133.00	23N5523				
GA0000020973 486	702101	08-15-94	ADP, CPU (DIGITAL)	08-15-94	IBM INTERNATNL BUSINESS MACHINES \$2,133.00	23N4914				
GA0000020989 486	702101	08-16-94	ADP, CPU (DIGITAL)	08-15-94	IBM INTERNATNL BUSINESS MACHINES \$2,133.00	23N5110				
GA0000021002 486	702101	01-30-96	ADP, CPU (DIGITAL)	08-15-94	IBM INTERNATNL BUSINESS MACHINES \$2,133.00	23N6071				
GA0000023024 466DX2	702101	03-29-96	ADP, CPU (DIGITAL)	11-15-94	IBM INTERNATNL BUSINESS MACHINES \$1,899.00	23RMBZ8				
GA0000020842	702502	07-16-96	ADP, TERMINAL/MONITOR	08-15-94	CTX CTX \$300.00	A8041502496				
GA0000020843	702502	07-16-96	ADP, TERMINAL/MONITOR	08-15-94	CTX CTX \$300.00	A8041502590				
GA0000020846	702502	07-16-96	ADP, TERMINAL/MONITOR	08-15-94	CTX CTX \$300.00	H8041500376				
GA0000020847	702502	07-16-96	ADP, TERMINAL/MONITOR	08-15-94	CTX CTX \$300.00	A8040901830				

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Sample 375, Personal Property Listing (By Property Code)

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PERSONAL PROPERTY LISTING BY PROPERTY CODE										1
DATE	PROP CODE	DESCRIPTION	NFC-ID	ACQ. COST	MANUFACTURER	RCPT. DATE	TYPE	MODEL		
PROP375										
361001	CES06229	COPIER	GA0000013104	\$795.00	CANON CANON	09-01-88	N	F11810		
361001	VJB24478	COPIER	GA0000019210	\$3,008.34	CANON CANON	05-24-94	N	NP2120		
361001	NBX16302	COPIER	GA0000017237	\$4,999.99	CANON CANON	09-01-92	N	NP3050		
361001	UHB05431	COPIER	GA0000002109	\$4,011.00	CANON CANON	08-01-91	N	NP38252		
361001	NDK07095	COPIER	GA0000043138	\$1.00	CANON CANON	11-13-95	T	NP6050		
361001	CYR17417	COPIER	GA0000006376	\$1.01	CANON CANON	01-14-91	N	NP6650		
361001	CYR42463	COPIER	GA0000018623	\$1.00	CANON CANON	09-30-93	T	NP6650		
361001	CYR42457	COPIER	GA0000018624	\$1.00	CANON CANON	09-30-93	T	NP6650		
361001	CYR42454	COPIER	GA0000018625	\$1.00	CANON CANON	09-30-93	T	NP6650		
361001	CYR42063	COPIER	GA0000018627	\$1.00	CANON CANON	09-30-93	T	NP6650		
361001	CYR42053	COPIER	GA0000018629	\$1.00	CANON CANON	09-30-93	T	NP6650		
361001	CYR41899	COPIER	GA0000018960	\$1.00	CANON CANON	09-30-93	T	NP6650		

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Sample 375A, Property Code Summary Report

DATE PROP375A	UNITED STATES GENERAL ACCOUNTING OFFICE PROPERTY CODE SUMMARY REPORT			PAGE 3
PROP CODE	DESCRIPTION	# OF UNITS	COST	
583503	AUDIO EQUIPMENT/ACCESSORIES, OTHER	67	\$157,793.80	
583504	AUDIO CASSETTE RECORDER/PLAYER	40	\$10,228.73	
583505	AUDIO EQUIPMENT/SECURITY (OSI)	9	\$13,781.00	
583601	VIDEO CAMERA & ACCESSORIES	69	\$103,146.68	
583602	VIDEO CASSETTE RECORDER/PLAYER	238	\$346,476.00	
583603	CAMERA, FILM & SECURITY, ACCESSORIES	35	\$174,158.23	
583604	VIDEO EDITING	14	\$64,675.33	
583605	VIDEO EQUIPMENT/ACCESSORIES, OTHER	36	\$30,538.18	
583610	STUDIO MONITORS	6	\$13,246.00	
583611	STUDIO, OTHER VIDEO EQUIP/ACCESSRY	46	\$139,455.90	
583620	SECURITY MONITORS	14	\$4,390.59	
583621	SECURITY, OTHER EQUIP/ACCESSORIES	38	\$109,369.43	
589501	MODEMS (EXTERNAL)	2,502	\$600,602.87	
596501	MICROPHONES/SPEAKERS	21	\$12,772.82	
596502	AMPLIFIERS	13	\$30,455.63	
596503	LECTERNS W/MICROPHONES	8	\$5,848.20	
614001	BATTERY CHARGER	1	\$505.75	

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Sample 376, Personal Property Listing (By Type Code In NFC ID Seq)

UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY LISTING BY TYPE CODE										PAGE	84
DATE PROP376	TYPE	NFC-ID	SERIAL	PROP CODE	DESCRIPTION	MODEL	PPCO	ACQ COST	MANUFACTURER	RCPT DATE	ACCUM DEPR
	C	GA0000006988	4124000468	702101	ADP, CPU (DIGITAL)	707538633	47701772	\$2,030.99	MMRX	08/01/91	\$1,777.00
	C	GA0000006989	11517101	702503	ADP, KEYBOARD		18019455	\$45.00	MMRX	08/01/91	\$39.37
	C	GA0000006990	A06910003150	589501	MODEMS (EXTERNAL)	9600	47701772	\$292.00	HAYES HAYES	08/01/91	\$255.48
	C	GA0000006991	11H9106	702504	ADP, PRINTER	4019	48809044	\$1,916.17	IBM	07/01/91	\$1,703.15
	C	GA0000006993	A06910003188	589501	MODEMS (EXTERNAL)	9600	48809044	\$292.00	HAYES HAYES	07/01/91	\$259.54
	C	GA0000006994	0316A121	702503	ADP, KEYBOARD		48809044	\$45.00	MMRX	01/01/92	\$36.25
	C	GA0000007000	011698	702502	ADP, TERMINAL/MONITOR		48809044	\$308.00	MMRX	12/01/91	\$252.37
	C	GA0000007002	00536111	702503	ADP, KEYBOARD		18019455	\$40.00	AST	12/01/91	\$32.78
	C	GA0000007003	011765	702502	ADP, TERMINAL/MONITOR		48809044	\$308.00	MMRX	12/01/91	\$252.37
	C	GA0000007005	02956131	702503	ADP, KEYBOARD		48809044	\$40.00	AST	12/01/91	\$32.78
	C	GA0000007006	000417	702502	ADP, TERMINAL/MONITOR		70604390	\$308.00	MMRX	12/01/91	\$252.37
	C	GA0000007008	10996111	702503	ADP, KEYBOARD		18019455	\$40.00	AST	12/01/91	\$32.78
	C	GA0000007012	07646111	702503	ADP, KEYBOARD		48809044	\$40.00	AST	12/01/91	\$32.78
	C	GA0000007013	11H9065	702504	ADP, PRINTER	4019	48809044	\$1,916.17	IBM	07/01/91	\$1,703.15
	C	GA0000007017	03146111	702503	ADP, KEYBOARD		18008751	\$40.00	AST	12/01/91	\$32.78
	C	GA0000007018	010007	702502	ADP, TERMINAL/MONITOR		18019455	\$308.00	MMRX	12/01/91	\$252.37
	C	GA0000007020	04996111	702503	ADP, KEYBOARD		18019455	\$40.00	AST	12/01/91	\$32.78

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Sample 376, Personal Property Listing (By Type Code In NFC ID Seq) (cont'd)

UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY LISTING BY TYPE CODE											PAGE 85
DATE PROP376	TYPE	NFC-ID	SERIAL	PROP CODE	DESCRIPTION	MODEL	PPCO	ACQ COST	MANUFACTURER	Rcpt DATE	ACCUM DEPR
	C	GA0000007021	011701	702502	ADP, TERMINAL/MONITOR		70604390	MMRX	MEMOREX	12/01/91	\$252.37
	C	GA0000007024	005175	702502	ADP, TERMINAL/MONITOR		48809044	MMRX	MEMOREX	12/01/91	\$252.37
	C	GA0000007029	16546111	702503	ADP, KEYBOARD		18019455	AST	AST	12/01/91	\$32.78
	C	GA0000007045	0236200028	702504	ADP, PRINTER	OMNILASER2015	18019455	TI	TEXAS INSTRUMENTS	06/01/90	\$5,671.88
	C	GA0000007046	20110384	702502	ADP, TERMINAL/MONITOR		48809044	MMRX	MEMOREX	05/01/90	\$559.37
	C	GA0000007047	100800685	702101	ADP, CPU (DIGITAL)	704516	48809044	MMRX	MEMOREX	05/01/90	\$1,988.93
	C	GA0000007048	13000071	702503	ADP, KEYBOARD		20301746	MMRX	MEMOREX	05/01/90	\$71.50
	C	GA0000007054	00094329489	702503	ADP, KEYBOARD		48809044	MMRX	MEMOREX	08/01/89	\$71.50
	C	GA0000007056	023910	702502	ADP, TERMINAL/MONITOR		48809044	MMRX	MEMOREX	01/01/92	\$446.25
	C	GA0000007057	4148002880	702101	ADP, CPU (DIGITAL)	707538633	48809044	MMRX	MEMOREX	01/01/92	\$3,311.43
	C	GA0000007058	0178A121	702503	ADP, KEYBOARD		70209814	MMRX	MEMOREX	01/01/92	\$36.25
	C	GA0000007062	00048514289	702503	ADP, KEYBOARD		70209814	MMRX	MEMOREX	08/01/89	\$71.50
	C	GA0000007063	011744	702502	ADP, TERMINAL/MONITOR		18019455	MMRX	MEMOREX	12/01/91	\$252.37
	C	GA0000007065	11275171	702503	ADP, KEYBOARD		18019455	AST	AST	12/01/91	\$32.78
	C	GA0000007066	015104	702502	ADP, TERMINAL/MONITOR		33304557	MMRX	MEMOREX	07/01/91	\$492.41
	C	GA0000007067	4124000170	702101	ADP, CPU (DIGITAL)	707538633	48809044	MMRX	MEMOREX	07/01/91	\$3,609.53
	C	GA0000007068	05656191	702503	ADP, KEYBOARD		48809044	MMRX	MEMOREX	07/01/91	\$40.00

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Sample 376A, Personal Property Listing (By Type Code In Acq. Document No. Seq)

UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY LISTING BY TYPE CODE (BY ACQUISITION DOCUMENT NUMBER)										PAGE	46
DATE PROP376A	TYPE	ACQ DOC	PROP CODE	NFC-ID	MANUFACTURER	Rcpt DATE	ACQ COST	SERIAL	ACCU DEPR	ORG	
	C	06	0130108	GA0000031120	IBM	11/01/91	\$1,916.17		\$1,596.71	4440	
			702504		INTERNATNL BUSINESS MACHINES			11K3295			
	C	06	0130108	GA0000031137	IBM	11/01/91	\$1,916.17		\$1,596.71	4440	
			702504		INTERNATNL BUSINESS MACHINES			11L1728			
	C	06	0130108	GA0000031143	IBM	07/01/91	\$1,916.17		\$1,703.15	4440	
			702504		INTERNATNL BUSINESS MACHINES			11H7085			
	C	06	0130108	GA0000031147	IBM	07/01/91	\$1,916.17		\$1,703.15	4440	
			702504		INTERNATNL BUSINESS MACHINES			11H9092			
	C	06	0130108	GA0000031169	IBM	07/01/91	\$1,916.17		\$1,703.15	4440	
			702504		INTERNATNL BUSINESS MACHINES			11H9808			
	C	06	0130108	GA0000031222	IBM	12/01/91	\$1,916.17		\$1,570.09	4440	
			702504		INTERNATNL BUSINESS MACHINES			11D6799			
	C	06	0130108	GA0000031255	IBM	11/01/91	\$1,916.17		\$1,596.71	4440	
			702504		INTERNATNL BUSINESS MACHINES			11L1743			
	C	06	0130108	GA0000031271	IBM	11/01/91	\$1,916.17		\$1,596.71	4440	
			702504		INTERNATNL BUSINESS MACHINES			11L1748			
	C	06	0130108	GA0000031305	IBM	07/01/91	\$1,916.17		\$1,703.15	4220	
			702504		INTERNATNL BUSINESS MACHINES			11H9860			
	C	06	0130108	GA0000031334	IBM	12/01/91	\$1,916.17		\$1,570.09	4220	
			702504		INTERNATNL BUSINESS MACHINES			11F4576			
	C	06	0130108	GA0000031352	IBM	12/01/91	\$1,916.17		\$1,570.09	4220	
			702504		INTERNATNL BUSINESS MACHINES			11L1708			
	C	06	0130108	GA0000031365	IBM	07/01/91	\$1,916.17		\$1,703.15	1801	
			702504		INTERNATNL BUSINESS MACHINES			11H7024			
	C	06	0130108	GA0000031388	IBM	07/01/91	\$1,916.17		\$1,703.15	4220	
			702504		INTERNATNL BUSINESS MACHINES			11H9818			
	C	06	0130108	GA0000031397	IBM	12/01/91	\$1,916.17		\$1,570.09	4220	
			702504		INTERNATNL BUSINESS MACHINES			11K5581			
	C	06	0130108	GA0000031508	IBM	07/01/91	\$1,916.17		\$1,703.15	4220	
			702504		INTERNATNL BUSINESS MACHINES			11H8958			
	C	06	0130108	GA0000031517	IBM	07/01/91	\$1,916.17		\$1,703.15	4220	
			702504		INTERNATNL BUSINESS MACHINES			11H9709			
*****PAGE TOTALS*****ACUMULATED DEPRECIATION: \$26,292.40											
ACQUISITION COST: \$30,658.72											

Sample 377, Personal Property Listing (By Acq. Doc. No. In Property Code Seq)

DATE PROP#377	UNITED STATES GENERAL ACCOUNTING OFFICE					PAGE 1
	PERSONAL PROPERTY LISTING BY ACQUISITION DOCUMENT NUMBER					
ACQ DOC SERIAL	RCPT DATE	PROP CODE NFC-ID	MANUFACTURER ACQ COST	MODEL		
0114527 1202227	03-01-81	711020 GA0000000212	MOSLERMOSLER SAFE CO. \$975.31	2DRAWER		
0114527 1202230	12-01-80	711020 GA0000001578	MOSLERMOSLER SAFE CO. \$975.31	2DRAWER		
0114527 1202229	12-01-80	711020 GA0000003609	MOSLERMOSLER SAFE CO. \$975.31	2DRAWER		
0114527 1501393	12-01-80	711020 GA0000006768	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		
0114527 1501390	12-01-80	711020 GA0000008362	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		
0114527 1501112	12-01-80	711020 GA0000003062	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		
0114527 1501397	12-01-80	711020 GA0000009065	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		
0114527 1501395	12-01-80	711020 GA0000009067	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		
0114527 1501114	12-01-80	711020 GA0000009068	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		
0114527 1501113	12-01-80	711020 GA0000009069	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		
0114527 1501118	12-01-80	711020 GA0000009071	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		
0114527 1501394	12-01-80	711020 GA0000009073	MOSLERMOSLER SAFE CO. \$975.31	5DRAWER		

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Sample 377A, Personal Property Listing (By Acq. Document No. In Type Code Seq)

DATE		UNITED STATES GENERAL ACCOUNTING OFFICE										PAGE	1
PROP377A		PERSONAL PROPERTY LISTING BY ACQUISITION DOCUMENT NUMBER AND TYPE											
ACQ DOC SERIAL	RCPT DATE	PROP CODE NFC-ID	MANUFACTURER ACQ COST	MODEL ACQ DEPR	TYPE								
0114526 1202006	01-01-81	711020 GA0000002187	MOSLERMOSLER SAFE CO. \$932.22	2DRAWER \$.00	N								
0114526 1591826	12-01-80	711020 GA0000009061	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1591821	12-01-80	711020 GA0000009063	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1501111	12-01-80	711020 GA0000009064	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1591819	12-01-80	711020 GA0000009066	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1592779	12-01-80	711020 GA0000009072	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1591517	12-01-80	711020 GA0000025405	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1591825	12-01-80	711020 GA0000026382	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1202007	01-01-81	711020 GA0000028346	MOSLERMOSLER SAFE CO. \$556.22	2DRAWER \$.00	N								
0114526 1591827	12-01-80	711020 GA0000030666	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1591822	12-01-80	711020 GA0000030749	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1591820	12-01-80	711020 GA0000034841	MOSLERMOSLER SAFE CO. \$932.22	5DRAWER \$.00	N								
0114526 1201985	12-01-80	711020 GA0000036395	MOSLERMOSLER SAFE CO. \$556.22	2DRAWER \$.00	N								

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Sample 377A, Personal Property Listing (By Acq. Doc. No. In Type Code Seq) (cont'd)

UNITED STATES GENERAL ACCOUNTING OFFICE										PAGE	26
PERSONAL PROPERTY LISTING BY ACQUISITION DOCUMENT NUMBER AND TYPE											
DATE PROP377A	ACQ DOC SERIAL	RCPT DATE	PROP CODE NFC-ID	MANUFACTURER ACQ COST	MODEL ACQ DEPR	TYPE					
	1130024 4124000467	08-01-91	702101 GA0000006818	MMRX MEMOREX \$4,060.98	707538633 \$3,553.13	C					
	1130024 014724	07-01-91	702502 GA0000006821	MMRX MEMOREX \$554.00	\$492.41	C					
	1130024 4124000412	07-01-91	702101 GA0000006822	MMRX MEMOREX \$4,111.00	707538633 \$3,653.99	C					
	1130024 03627041	07-01-91	702503 GA0000006823	MMRX MEMOREX \$45.00	\$40.00	C					
	1130024 4124000470	08-01-91	702101 GA0000006827	MMRX MEMOREX \$4,060.98	707538633 \$3,553.13	C					
	1130024 05107161	08-01-91	702503 GA0000006828	MMRX MEMOREX \$45.00	\$39.37	C					
	1130024 A06810003394	08-01-91	589501 GA0000006829	HAYES HAYES \$292.00	9600 \$255.48	C					
	1130024 4124000215	08-01-91	702101 GA0000006859	MMRX MEMOREX \$2,047.91	707538633 \$1,791.81	C					
	1130024 A06910003133	08-01-91	589501 GA0000006861	HAYES HAYES \$292.00	9600 \$255.48	C					
	1130024 4148002881	01-01-92	702101 GA0000006868	MMRX MEMOREX \$4,111.00	707538633 \$3,311.43	C					
	1130024 0786A121	01-01-92	702503 GA0000006869	MMRX MEMOREX \$45.00	\$36.25	C					
	1130024 012739	08-01-91	702502 GA0000006874	MMRX MEMOREX \$554.00	\$484.72	C					
	1130024 4124000210	08-01-91	702101 GA0000006875	MMRX MEMOREX \$2,030.99	707538633 \$1,777.00	C					

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Sample 378, Personal Property Retirement Report

UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY RETIREMENT REPORT 01-01-96 THRU 12-01-96										PAGE 82
DATE PROP378	TYPE	TRANS CODE NFC ID	TRANS DATE RCPT DATE	PROP CODE ACQ COST	MANUFACTURER	ACCU DEPR	SERIAL # USLF	ORG		
	C	9130090	D70 06-11-96 GA0000028357 11-01-89	702101 \$1,988.93	MMRX MEMOREX	\$1,988.93	193500512 06	1248		
	C	9130090	D70 07-10-96 GA0000028358 11-01-89	702503 \$71.50	MMRX MEMOREX	\$71.50	00024229489 06	1248		
	C	9130090	D70 06-11-96 GA0000028366 02-01-90	702502 \$559.37	MMRX MEMOREX	\$559.37	29490271 06	1248		
	C	9130090	D70 06-11-96 GA0000028372 12-01-91	702101 \$1,179.00	AST AST	\$867.82	TWB5006357 06	1248		
	C	9130090	D70 07-19-96 GA0000028373 12-01-91	702503 \$40.00	AST AST	\$30.55	15415161 06	1248		
	C	9130090	D70 07-10-96 GA0000028381 12-01-91	702101 \$1,179.00	AST AST	\$884.19	TWB5001882 06	1248		
	C	9130090	D70 06-11-96 GA0000028382 12-01-91	702503 \$40.00	AST AST	\$29.44	01025161 06	1248		
	C	5130191	D70 07-10-96 GA0000028385 10-01-85	702101 \$4,244.00	IBM INTERNATNL BUSINESS MACHINES	\$4,244.00	02349785170 06	1248		
	C	5130191	D70 07-10-96 GA0000028389 10-01-85	702101 \$4,270.00	IBM INTERNATNL BUSINESS MACHINES	\$4,270.00	02138515170 06	1248		
	C	5130191	D70 06-11-96 GA0000028390 10-01-85	702503 \$425.00	IBM INTERNATNL BUSINESS MACHINES	\$425.00	270020249 06	1248		
	C	9130090	D70 07-10-96 GA0000028391 11-01-89	702502 \$559.37	MMRX MEMOREX	\$559.37	29350395 06	1248		
	C	9130090	D70 06-11-96 GA0000028392 11-01-89	702101 \$1,988.93	MMRX MEMOREX	\$1,988.93	193500516 06	1248		
	C	9130090	D70 06-12-96 GA0000028393 11-01-89	702503 \$71.50	MMRX MEMOREX	\$71.50	00029717389 06	1248		
	C		D70 06-11-96	702502	MMRX MEMOREX		012227			USDA-NFC-SHAL3

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Sample 303, Personal Property Transaction Report

DATE PROP303	UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY TRANSACTION REPORT 01-01-96 THRU 12-01-96	97LG12484405	PAGE 164					
AGENCY 97 GENERAL ACCOUNTING OFFICE								
PCO: 12484405 PHONE NO:								
ROOM 3118 441 G ST. NW WASHINGTON DC 20548								
===== DELETIONS =====								
FSC	NFC ID	DESCRIPTION	SERIAL NUMBER	MANUFACTURER	MODEL	TC	TRAN DTE	USER ID
7021	GA0000033331	ADP, CPU (DIGITAL)	195100941	MMRX MEMOREX	7045D	D70	06/11/96	GA094
7025	GA0000033334	ADP, PRINTER	PO050408	EPSON EPSON	FX286E	D70	07/19/96	GA094
7025	GA0000033335	ADP, TERMINAL/MONIT	023792	MMRX MEMOREX		D70	06/11/96	GA094
7021	GA0000033336	ADP, CPU (DIGITAL)	1W8500875	AST AST	28616	D70	06/11/96	GA094
7025	GA0000033337	ADP, KEYBOARD	13328149	MMRX MEMOREX		D70	06/11/96	GA094
7025	GA0000033338	ADP, TERMINAL/MONIT	023989	MMRX MEMOREX		D70	06/11/96	GA094
7021	GA0000033339	ADP, CPU (DIGITAL)	1W8500870	AST AST	28616	D70	06/11/96	GA094
7025	GA0000033340	ADP, KEYBOARD	13576111	AST AST		D70	06/11/96	GA094
7025	GA0000033341	ADP, TERMINAL/MONIT	3667136	IBM INTERNATNL BUSINESS MACH		D70	06/12/96	GA094
7025	GA0000033350	ADP, TERMINAL/MONIT	28521495	MMRX MEMOREX		D70	06/11/96	GA094
7025	GA0000033351	ADP, KEYBOARD	00021214289	MMRX MEMOREX		D70	06/11/96	GA094
7021	GA0000033352	ADP, CPU (DIGITAL)	193500451	MMRX MEMOREX	7045D	D70	06/11/96	GA094
7025	GA0000033353	ADP, TERMINAL/MONIT	29100252	MMRX MEMOREX		D70	06/11/96	GA094
7021	GA0000033354	ADP, CPU (DIGITAL)	193500440	MMRX MEMOREX	7045	D70	06/11/96	GA094
7025	GA0000033355	ADP, KEYBOARD	00049717389	MMRX MEMOREX		D70	06/11/96	GA094
7025	GA0000033361	ADP, TERMINAL/MONIT	018415	MMRX MEMOREX		D70	06/11/96	GA094
7025	GA0000033362	ADP, KEYBOARD	24446301	AST AST		D70	06/11/96	GA094
7021	GA0000033363	ADP, CPU (DIGITAL)	1W8500847	AST AST	28616	D70	06/11/96	GA094
7025	GA0000033368	ADP, TERMINAL/MONIT	3615441	IBM INTERNATNL BUSINESS MACH		D70	06/12/96	GA094
7025	GA0000033370	ADP, TERMINAL/MONIT	023790	MMRX MEMOREX		D70	06/11/96	GA094
7021	GA0000033371	ADP, CPU (DIGITAL)	1W85006879	AST AST	28616	D70	06/11/96	GA094
7025	GA0000033372	ADP, KEYBOARD	05206241	AST AST		D70	06/11/96	GA094
7025	GA0000033373	ADP, TERMINAL/MONIT	017684	MMRX MEMOREX		D70	06/11/96	GA094
7021	GA0000033374	ADP, CPU (DIGITAL)	1W85008991	AST AST	28616	D70	06/11/96	GA094
7025	GA0000033375	ADP, KEYBOARD	15335161	AST AST		D70	06/11/96	GA094
7025	GA0000033376	ADP, TERMINAL/MONIT	023950	MMRX MEMOREX		D70	06/11/96	GA094
7021	GA0000033377	ADP, CPU (DIGITAL)	1W85009155	AST AST	28616	D70	06/11/96	GA094
7025	GA0000033379	ADP, TERMINAL/MONIT	019054	MMRX MEMOREX		D70	07/10/96	GA094
7021	GA0000033380	ADP, CPU (DIGITAL)	1W85003676	AST AST	28616	D70	07/10/96	GA094
7021	GA0000033383	ADP, CPU (DIGITAL)	1W85008963	AST AST	28616	D70	06/11/96	GA094
7025	GA0000033384	ADP, KEYBOARD	12546231	AST AST		D70	06/11/96	GA094
7025	GA0000033385	ADP, TERMINAL/MONIT	023902	MMRX MEMOREX		D70	06/11/96	GA094
7021	GA0000033386	ADP, CPU (DIGITAL)	1W85003684	AST AST	28616	D70	06/11/96	GA094
7025	GA0000033387	ADP, KEYBOARD	07717011	AST AST		D70	06/11/96	GA094

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Sample 328B, Depreciation Report

DATE PROP328B	UNITED STATES GENERAL ACCOUNTING OFFICE PERSONAL PROPERTY DEPRECIATION REPORT										L.G	PAGE 2
AGENCY 97 GENERAL ACCOUNTING OFFICE												
NFC-ID	ACQ. DOCUMENT NO	ACQ. COST	RCPT DATE	ACQUM. DEPR.	UNRECOVERED BALANCE	MONTHLY DEPR.	USEFUL LIFE	FINAL DEPR. DATE				
GA0000000222	1130024	554.00	01/01/92	446.25	107.75	7.69	72	01/31/1998				
GA0000000223	1130024	4,111.00	01/01/92	3,311.43	799.57	57.09	72	01/31/1998				
GA0000000224	1130024	45.00	01/01/92	36.25	8.75	.62	72	01/31/1998				
GA0000000226	7111963	10,553.00	10/01/87	10,553.00	.00	.00	72	10/31/1993				
GA0000000230	1130024	4,111.00	01/01/92	3,311.43	799.57	57.09	72	01/31/1998				
GA0000000233	1130024	292.00	01/01/92	235.21	56.79	4.06	72	01/31/1998				
GA0000000234	9130090	308.00	12/01/91	252.37	55.63	4.28	72	12/31/1997				
GA0000000236	9130090	40.00	12/01/91	32.78	7.22	.56	72	12/31/1997				
GA0000000238	0130108	1,916.17	07/01/91	1,703.15	213.02	26.61	72	07/31/1997				
GA0000000259	1130024	292.00	01/01/92	235.21	56.79	4.06	72	01/31/1998				
GA0000000277	7111571	10,557.00	09/01/87	6,450.85	4,106.15	58.64	180	09/30/2002				
GA0000000426	8111321	437.69	05/01/88	437.69	.00	.00	72	05/31/1994				
GA0000000465	8111321	437.69	05/01/88	437.69	.00	.00	72	05/31/1994				
GA0000000576	9130090	559.37	08/01/89	559.37	.00	.00	72	08/31/1995				
GA0000000579	9130090	559.37	08/01/89	559.37	.00	.00	72	08/31/1995				
GA0000000581	5130191	462.00	10/01/85	462.00	.00	.00	72	10/31/1991				
GA0000000594	9130090	308.00	01/01/92	248.10	59.90	4.28	72	01/31/1998				
GA0000000656	6110689	335.00	12/01/85	335.00	.00	.00	72	12/31/1991				
GA0000000753	5130191	425.00	10/01/85	425.00	.00	.00	72	10/31/1991				
GA0000000791	9130090	112.84	02/01/90	112.84	.00	.00	72	02/29/1996				
GA0000000792	9130090	112.84	02/01/90	112.84	.00	.00	72	02/29/1996				
GA0000000793	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995				
GA0000000800	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995				
GA0000000801	9130090	112.84	02/01/90	112.84	.00	.00	72	02/29/1996				
GA0000000804	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995				
GA0000000833	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995				
GA0000000841	1130024	45.00	07/01/91	40.00	5.00	.62	72	07/31/1997				
GA0000000844	9130090	71.50	11/01/89	71.50	.00	.00	72	11/30/1995				
GA0000000845	9130090	71.50	11/01/90	71.50	.00	.00	72	11/30/1996				
GA0000000846	9130090	71.50	11/01/89	71.50	.00	.00	72	11/30/1995				
GA0000000954	9130090	559.37	11/01/89	559.37	.00	.00	72	11/30/1995				
GA0000000976	9130090	1,988.93	02/01/90	1,988.93	.00	.00	72	02/29/1996				
GA0000000981	0130108	1,916.17	11/01/91	1,596.71	319.46	26.61	72	11/30/1997				
GA0000000990	8111321	437.69	05/01/88	437.69	.00	.00	72	05/31/1994				
GA0000001011	7130131	225.00	01/01/87	225.00	.00	.00	72	01/31/1993				
GA0000001024	5112652	1,544.00	08/01/85	1,544.00	.00	.00	72	08/31/1991				
GA0000001044	0130108	1,916.17	07/01/91	1,703.15	213.02	26.61	72	07/31/1997				
GA0000001046	9130090	71.50	11/01/89	71.50	.00	.00	72	11/30/1995				
GA0000001090	1130024	4,111.00	07/01/91	3,653.99	457.01	57.09	72	07/31/1997				
GA0000001092	9130090	40.00	12/01/91	32.78	7.22	.56	72	12/31/1997				
GA0000001093	9130090	308.00	12/01/91	252.37	55.63	4.28	72	12/31/1997				
GA0000001124	9130090	40.00	03/01/92	31.11	8.89	.56	72	03/31/1998				
GA0000001125	9130090	40.00	03/01/92	31.11	8.89	.56	72	03/31/1998				
GA0000001126	9130090	40.00	03/01/92	31.11	8.89	.56	72	03/31/1998				
GA0000001132	9130090	308.00	03/01/92	239.54	68.46	4.28	72	03/31/1998				

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Sample 328B, Depreciation Report (cont'd)

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PROP328B	PERSONAL PROPERTY DEPRECIATION REPORT											3	
AGENCY	97	GENERAL ACCOUNTING OFFICE											
NFC-ID	ACQ. DOCUMENT NO	ACQ. COST	RCPT DATE	ACQU. DEPR.	UNRECOVERED BALANCE	MONTHLY DEPR.	USEFUL LIFE	FINAL DEPR. DATE					
GA0000001133	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001134	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001135	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001136	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001137	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001138	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001139	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001140	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001141	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001142	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001143	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001144	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001145	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001146	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001147	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001148	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001149	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001150	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001151	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001152	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001153	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001154	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001155	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001156	0130108	1,916.17	12/01/91	1,570.09	346.08	26.61	72	12/31/1997					
GA0000001160	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001162	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001163	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001165	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001168	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001171	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001172	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001173	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001174	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001178	9130090	112.84	11/01/89	112.84	.00	.00	72	11/30/1995					
GA0000001537	0130108	1,916.17	09/01/91	1,649.93	266.24	26.61	72	09/30/1997					
GA0000001538	0130108	1,916.17	07/01/91	1,703.15	213.02	26.61	72	07/31/1997					
GA0000001540	9130090	62.00	06/01/91	55.97	6.03	.86	72	06/30/1997					
GA0000001541	9130090	62.00	06/01/91	55.97	6.03	.86	72	06/30/1997					
GA0000001542	9101964	38,250.00	02/01/92	30,279.31	7,970.69	531.22	72	02/28/1998					
GA0000001543	1130024	554.00	01/01/92	446.25	107.75	7.69	72	01/31/1998					
GA0000001544	1130024	4,111.00	01/01/92	3,311.43	799.57	57.09	72	01/31/1998					
GA0000001545	1130024	45.00	01/01/92	36.25	8.75	.62	72	01/31/1998					
GA0000001549	9130090	112.84	11/01/90	112.84	.00	.00	72	11/30/1996					
GA0000001550	0130108	1,916.17	07/01/91	1,703.15	213.02	26.61	72	07/31/1997					
GA0000001558	9130090	62.00	06/01/91	55.97	6.03	.86	72	06/30/1997					

Appendixes

Data Element Dictionary

GAO PROP Field: Accumulated Depreciation

PROP Field Tag: Accum Dep Amt

IDMS Field Name: Accumulated-Depr-Amt

FOCUS Field Name: Acc_Depr_Amt

Field Description/Use: The Accumulated Depreciation field is used to indicate the monetary amount that the property item has been depreciated from the date of acquisition to the current date.

Characteristics: Length: 12 (dollars), 2 (cents)

Type: Numeric

Codes:

Other:

Edit Criteria: None

Notes/Comments: Depreciation is system calculated based on the item's useful life or the variable depreciation. No entry is required in this field.

GAO PROP Field: Acquisition Cost

PROP Field Tag: Acq Cost

IDMS Field Name: Capital-Amt

FOCUS Field Name: Acq_Amt

Field Description/Use: The Acquisition Cost field is used to indicate the monetary amount incurred for a property item. The cost is obtained from the acquisition document and is entered using the dollars and cents format.

Characteristics: Length: 8 (dollars), 2 (cents)

Type: Numeric

Codes:

Other:

Edit Criteria: None

Notes/Comments: Acquisition cost is the cost per unit, not the total cost of the acquisition document.

GAO PROP Field: Acquisition Document #

PROP Field Tag: Acq Doc

IDMS Field Name: Document-No

FOCUS Field Name: Doc_No

Field Description/Use: The Acquisition Document # field is used to indicate the document number on which the item was procured. For example, if an item was procured through small purchase, the purchase order number would be the number that would be entered in the Acquisition Document # field.

Characteristics: Length: 16

Type: Alphanumeric

Codes:

Other:

Edit Criteria: None

Notes/Comments: None

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Data Element Dictionary *(cont'd)*

GAO PROP Field: Agency Code

PROP Field Tag: Agency Code

IDMS Field Name: Agency-Code

FOCUS Field Name: Agcy_Code

Field Description/Use: The Agency Code field is used to indicate the NFC-assigned agency code for GAO. Only one code for GAO is used in this field.

Characteristics: Length: 2
Type: Alphanumeric
Codes: 97
Other:

Edit Criteria: Must be a valid agency code for GAO. Code 97 is system generated in PROP.

Notes/Comments: No entry is required in this field.

GAO PROP Field: Amount Of Sale

PROP Field Tag: Amount Of Sale

IDMS Field Name: Amt-Of-Sale

FOCUS Field Name: Amt_Of_Sale

Field Description/Use: The Amount Of Sale field is used to indicate the monetary amount that a property item was sold by GSA or sold as scrap by GAO.

Characteristics: Length: 8 (dollars), 2 (cents)
Type: Numeric
Codes:
Other:

Edit Criteria: None

Notes/Comments: None

GAO PROP Field: Condition Code

PROP Field Tag: Cond Code

IDMS Field Name: Cond-Code

FOCUS Field Name: Cond_Code

Field Description/Use: The Condition Code field is used to indicate the condition of a property item. Valid codes are defined by GSA.

Characteristics: Length: 2
Type: Alphanumeric
Codes: (See Appendix C for a list of valid codes.)
Other:

Edit Criteria: Entry must be a valid code as provided in Appendix C. If no entry is made, PROP defaults to Condition Code 01.

Notes/Comments: None.

Data Element Dictionary (*cont'd*)

GAO PROP Field: Contractor

PROP Field Tag: Contractor

IDMS Field Name: Award-Number

FOCUS Field Name: Award_Number

Field Description/Use: The Contractor field is used to indicate the name of the contractor who is holding/using government-owned property. The contractor name is obtained by the contract through the appropriate PPCO.

Characteristics: Length: 15
 Type: Alphanumeric
 Codes:
 Other:

Edit Criteria: Entry must be a valid contractor maintained in the Contractor Table.

Notes/Comments: None.

GAO PROP Field: Date Of Last Inventory

PROP Field Tag: Inventory Date

IDMS Field Name: Date-Of-Inventory

FOCUS Field Name: Inv_Date

Field Description/Use: The Date Of Last Inventory field is used to indicate the date when a property item was last inventoried. It is also used to indicate the date the PPCO conducted his/her latest inventory.

Characteristics: Length: 6
 Type: Numeric
 Codes:
 Other:

Edit Criteria: Valid entry must be in the MMDDYY format.

Notes/Comments: In most instances, it is anticipated that these dates will be updated via the bar code reader during annual inventories. Additionally, updates of the inventory date for specific property items will be made through the Modify Property Master option on the Acquisition/Modify Menu.

GAO PROP Field: Depreciation Amount

PROP Field Tag: Depreciation Amount

IDMS Field Name: Depr-Amt

FOCUS Field Name: Depr_Amt

Field Description/Use: The Depreciation Amount field is used to indicate the monthly depreciation for the property item.

Characteristics: Length: 10 (dollars), 2 (cents)
 Type: Numeric
 Codes:
 Other:

Edit Criteria: None

Notes/Comments: Depreciation is system calculated. No entry is required in this field.

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Data Element Dictionary *(cont'd)*

GAO PROP Field: Description

PROP Field Tag: Description

IDMS Field Name: Description

FOCUS Field Name: Descrip

Field Description/Use: The Description field is used to indicate a descriptive nomenclature of a property item. The description is system generated based on the property code entered.

Characteristics: Length: 35
Type: Alphanumeric
Codes:
Other:

Edit Criteria: None

Notes/Comments: No entry is required in this field since the description is system generated based on the property code.

GAO PROP Field: Disposal Instructions

PROP Field Tag: Disp Instruc

IDMS Field Name: Deliver-To-1st-Add
Deliver-To-2nd-Add
Deliver-To-City
Deliver-To-State
Deliver-To-ZIP

FOCUS Field Name: Loc_Adr1
Loc_Adr2
Loc_City
Loc_State
Loc_ZIP

Field Description/Use: The Disposal Instructions field is used to indicate the address and telephone number of the individual responsible for the disposal of the property item. It is not used to denote the location of the property being disposed.

Characteristics: Length: 70
Type: Alphanumeric
Codes:
Other:

Edit Criteria: None.

Notes/Comments: None.

GAO PROP Field: Disposal Notes

PROP Field Tag: Notes

IDMS Field Name: Inv-Msg-Line1
Inv-Msg-Line2

FOCUS Field Name: Exs_Notes_L1
Exs_Notes_L2

Field Description/Use: The Disposal Notes field is used to indicate additional information or specific notes about the property item being disposed.

Characteristics: Length: 221
Type: Alphanumeric
Codes:
Other:

Edit Criteria: None.

Notes/Comments: None.

Data Element Dictionary *(cont'd)*

GAO PROP Field: Document Type

PROP Field Tag: Doc Type

IDMS Field Name: Doc-Type

FOCUS Field Name: Doc_Type

Field Description/Use: The Document Type field is used to indicate the type document/method used to acquire the property item.

Characteristics: Length: 4
 Type: Alphanumeric
 Codes:
 Other:

Edit Criteria: The document type is system generated depending on the option selected at the Acquisition/Modify Menu.

Notes/Comments: None.

GAO PROP Field: Lease Amount

PROP Field Tag: Lease Amt

IDMS Field Name: Lease-Cost

FOCUS Field Name: Lse_Cost

Field Description/Use: The Lease Amount field is used to indicate the fixed monthly lease cost of a leased property item. The monthly lease cost is obtained from the acquisition document and is entered in dollars and cents.

Characteristics: Length: 8 (dollars), 2 (cents)
 Type: Numeric
 Codes:
 Other:

Edit Criteria: None.

Notes/Comments: None.

GAO PROP Field: Lease Conversion Date

PROP Field Tag: Conv Date

IDMS Field Name: Misc-Data-2

FOCUS Field Name: Misc_Note_2

Field Description/Use: The Lease Conversion Date is used to indicate the date that the Lease-To-Purchase property item will/may be converted to GAO ownership.

Characteristics: Length: 6
 Type: Numeric
 Codes:
 Other:

Edit Criteria: Valid entry must be in the MMDDYY format.

Notes/Comments: None.

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Data Element Dictionary *(cont'd)*

GAO PROP Field: Lease End Date

PROP Field Tag: Lease End Date

IDMS Field Name: Date-Of-Renewal

FOCUS Field Name: Rnewl

Field Description/Use: The Lease End Date is used to indicate the ending lease date of a property item.

Characteristics: Length: 6

Type: Numeric

Codes:

Other:

Edit Criteria: Valid entry must be in the MMDDYY format.

Notes/Comments: None.

GAO PROP Field: Lease Start Date

PROP Field Tag: Lease Start Date

IDMS Field Name: Date-Effective

FOCUS Field Name: Eff_Date_Da
Eff_Date_Mo
Eff_Date_Yr

Field Description/Use: The Lease Start Date is used to indicate the beginning lease date of a property item.

Characteristics: Length: 6

Type: Numeric

Codes:

Other:

Edit Criteria: Valid entry must be in the MMDDYY format.

Notes/Comments: None.

GAO PROP Field: Lessor

PROP Field Tag: Lessor

IDMS Field Name: Deliver-To-1st-Add

FOCUS Field Name: Loc_Adr1

Field Description/Use: The Lessor field is used to indicate the vendor's name from whom the property item is leased.

Characteristics: Length: 20

Type: Alphanumeric

Codes:

Other:

Edit Criteria: None

Notes/Comments: None.

Data Element Dictionary *(cont'd)*

GAO PROP Field: Manufacturer

PROP Field Tag: Manufacturer

IDMS Field Name: Name-Of-Manufacturer

FOCUS Field Name: Mfg_Name

Field Description/Use: The Manufacturer field is used to indicate a 6-digit code that identifies/correlates to a specific manufacturer of the property item. The code generates the correlating descriptive nomenclature in the remaining 29 positions of the field.

Characteristics: Length: 35
 Type: Alphanumeric
 Codes:
 Other:

Edit Criteria: Entry must be a valid manufacture code as established in the Manufacturer Table.

Notes/Comments: Enter only the 6-digit code. The system generates the manufacturer's name.

GAO PROP Field: Master System #

PROP Field Tag: Master #

IDMS Field Name: NFC-ID

FOCUS Field Name: NFC_ID

Field Description/Use: The Master System # field is used to indicate the major component of a configuration and is expressed as that component's NFC ID number (bar code number).

Characteristics: Length: 12
 Type: Alphanumeric
 Codes:
 Other:

Edit Criteria: The Master System # must be a valid (existing) NFC ID number.

Notes/Comments: None.

GAO PROP Field: Misc Notes 1

PROP Field Tag: Misc Note 1

IDMS Field Name: Misc-Data-1

FOCUS Field Name: Misc_Note_1

Field Description/Use: The Misc Notes 1 field is used to record various information. Initially, the field is used to enter the old GAO property number. The old GAO property number provides the pre-PROP ICN as a cross-reference.

Characteristics: Length: 15
 Type: Alphanumeric
 Codes:
 Other:

Edit Criteria: None.

Notes/Comments: Enter the old GAO property number in the first 7 positions of the field. Enter the new NFC ID in the remaining 8 positions which should be right-justified.

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Data Element Dictionary *(cont'd)*

GAO PROP Field: Misc Notes 2

PROP Field Tag: Misc Note 2

IDMS Field Name: Misc-Data-2

FOCUS Field Name: Misc_Note_2

Field Description/Use: The Misc Notes 2 field is used to record various information.

Characteristics: Length: 15

Type: Alphanumeric

Codes:

Other:

Edit Criteria: None.

Notes/Comments: None.

GAO PROP Field: Model Number

PROP Field Tag: Model No

IDMS Field Name: Model-No

FOCUS Field Name: Model_No

Field Description/Use: The Model Number field is used to indicate the manufacturer's model number of the property item.

Characteristics: Length: 17

Type: Alphanumeric

Codes:

Other:

Edit Criteria: None.

Notes/Comments: This is an optional field since every property item may not have an assigned manufacturer's model number.

GAO PROP Field: National Stock Number

PROP Field Tag: Natl Stock No

IDMS Field Name: National-Stock-Number

FOCUS Field Name: NSN

Field Description/Use: The National Stock Number field is used to indicate the Federal Supply Classification Code (FSC) for a property item.

Characteristics: Length: 4

Type: Numeric

Other:

Edit Criteria: None.

Notes/Comments: None.

Data Element Dictionary *(cont'd)*

GAO PROP Field: NFC ID

PROP Field Tag: NFC ID

IDMS Field Name: NFC-ID

FOCUS Field Name: NFC_ID

Field Description/Use: The NFC ID field is used to indicate the unique identification number (bar code number) of the property item.

Characteristics: Length: 12
 Type: Alphanumeric
 Codes:
 Other:

Edit Criteria: Entry must be a valid (existing) NFC ID number when accessing property masters.

Notes/Comments: None.

GAO PROP Field: Organization Code

PROP Field Tag: Org Code

IDMS Field Name: AO-No

FOCUS Field Name: AO-No

Field Description/Use: The Organization Code field is used to indicate the location/ownership, in terms of GAO organizational structure, of the property item.

Characteristics: Length: 4
 Type: Alphanumeric
 Codes:
 Other:

Edit Criteria: Entry must be a valid organization code as established in the Organization Code Table.

Notes/Comments: The organization code is system generated based on the first four positions of the PPCO Code field; therefore, no entry is required in this field.

GAO PROP Field: Possession Code

PROP Field Tag: Possession

IDMS Field Name: Possession-Ind

FOCUS Field Name: Doc_Poss_Ind

Field Description/Use: The Possession Code field is used to indicate which organization has possession of the property item.

Characteristics: Length: 2
 Type: Alphanumeric
 Codes: **01** = Agency Owned; **02** = Agency Leased;
 03 = Agency LTOP; **04** = Government-Owned Property
 Held by Contractor; and **05** = Loaned
 Other:

Edit Criteria: Entry must be a valid possession code as identified above.

Notes/Comments: None.

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Data Element Dictionary *(cont'd)*

GAO PROP Field: PPCO

PROP Field Tag: PPCO

IDMS Field Name: SSNO

FOCUS Field Name: Cust_Id

Field Description/Use: The PPCO field is used to identify the Personal Property Custodial Officer number having accountability for the property item. The PPCO has ultimate responsibility for property, including its location, condition, and use. The PPCO field consists of 8 positions: the first four positions are the organization code of the PPCO and the last four are GAO-assigned unique, random numbers.

Characteristics: Length: 8
Type: Alphanumeric
Codes:
Other:

Edit Criteria: Entry must a valid PPCO number as established in the PPCO Table.

Notes/Comments: None.

GAO PROP Field: PPCO Date

PROP Field Tag: PPCO Date

IDMS Field Name: Date-Of-Po

FOCUS Field Name: Doc_Acq_Da
Doc_Acq_Mo
Doc_Acq_Yr
(Prop_Comm_Rec)

Field Description/Use: The PPCO Date field is used to indicate the date the property item is received and/or assigned to the custodial officer.

Characteristics: Length: 6
Type: Numeric
Codes:
Other:

Edit Criteria: Valid entry must be in the MMDDYY format.

Notes/Comments: None.

GAO PROP Field: Property Code

PROP Field Tag: Prop Code

IDMS Field Name: Property-Code

FOCUS Field Name: Prop_Cd

Field Description/Use: The Property Code field is used to identify the type of property by entering a 6-digit code as follows: The first four digits are based on the Federal Supply Classification, and the last two digits are assigned by the Property Management Officer.

Characteristics: Length: 6
Type: Alphanumeric
Codes:
Other:

Edit Criteria: Entry must be a valid property code as established in the Property Code Table.

Notes/Comments: From the property code entered, data is system generated in the Description field.

Data Element Dictionary *(cont'd)*

GAO PROP Field: Property Location

PROP Field Tag: Property Location

IDMS Field Name: Deliver-To-1st-Add
 Deliver-To-2nd-Add
 Deliver-To-City
 Deliver-To-State
 Deliver-To-ZIP

FOCUS Field Name: Loc_Adr1
 Loc_Adr2
 Loc_City
 Loc_State
 Loc_ZIP

Field Description/Use: The Property Location field is used to indicate the physical location of the property item being disposed.

Characteristics: Length: 70
 Type: Alphanumeric
 Codes:
 Other:

Edit Criteria: None.

Notes/Comments: None.

GAO PROP Field: Quantity

PROP Field Tag: Quantity

IDMS Field Name: Total-Units

FOCUS Field Name: Total_Units
 Prop_Excess_Data Rec)

Field Description/Use: The Quantity field is used to record and report the number of non-accountable excess property items that have multiples of the same item.

Characteristics: Length: 7
 Type: Numeric
 Codes:
 Other:

Edit Criteria: None.

Notes/Comments: None.

GAO PROP Field: Receipt Date

PROP Field Tag: Rcpt Date

IDMS Field Name: Date-Of-Acquisition

FOCUS Field Name: Acq_Da
 Acq_Mo
 Acq_Yr

Field Description/Use: The Receipt Date field is used to indicate the date the property item is received in the agency.

Characteristics: Length: 6
 Type: Numeric
 Codes:
 Other:

Edit Criteria: Valid entry must be in the MMDDYY format.

Notes/Comments: A property item's depreciation is calculated based on the receipt date.

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Data Element Dictionary *(cont'd)*

GAO PROP Field: Report #

PROP Field Tag: Rpt No

IDMS Field Name: Excess-Report-No

FOCUS Field Name: Exs_Rpt_No

Field Description/Use: The Report # field is used to report excess property to GSA.

Characteristics: Length: 15
Type: Alphanumeric
Codes:
Other:

Edit Criteria: The report number must be valid and consists of the following elements: **Positions 1–6**, GSA Billing Address/Activity Number; **Positions 7–10**, Julian Date; **Positions 11–14**, Line Item Number/Sequential Number; and **Position 15**, Not Used; Leave Blank.

Notes/Comments: None.

GAO PROP Field: Serial Number

PROP Field Tag: Serial No

IDMS Field Name: Serial-Number

FOCUS Field Name: Serial_No

Field Description/Use: The Serial Number field is used to indicate the manufacturer's serial number of the property item.

Characteristics: Length: 20
Type: Alphanumeric
Codes:
Other:

Edit Criteria: None.

Notes/Comments: This is an optional field since every property item may not have an assigned manufacturer's serial number.

GAO PROP Field: Status

PROP Field Tag: Status

IDMS Field Name: Varied; dependent on type
of transaction

FOCUS Field Name: Varied; dependent on
type of transaction

Field Description/Use: The Status field provides the current status of the property item. On the Reporting Change Of Status Menu, there are separate options for each of the following conditions: damaged, scrap, lost/stolen, and exchange/sale. Also, on the Deletions Menu, there are separate options to indicate the following status conditions: abandoned/destroyed, donated by GAO, sold as scrap, sold by GSA, exchange/sale, lost/stolen, and remove property item.

Characteristics: Length: 11
Type: Alphanumeric
Codes: See the above information
Other:

Edit Criteria: Must be a valid status option as provided in PROP. After an option is selected from either menu, the system displays the current status of the item.

Notes/Comments: No entry is required in this field, since the status field is system generated based on the option selected from either the Reporting Change Of Status Menu or the Deletions Menu.

Data Element Dictionary *cont'd*

GAO PROP Field: Treasury Symbol

PROP Field Tag: Treasury Symbol

IDMS Field Name: Treasury-Symbol

FOCUS Field Name: Treas_Sym

Field Description/Use: The Treasury Symbol field is used to indicate the treasury symbol assigned to GAO.

Characteristics: Length: 15

Type: Alphanumeric

Codes: 05000001

Other:

Edit Criteria: Must be a valid symbol as as shown above under Codes.

Notes/Comments: No entry is required in this field; the treasury symbol is system generated.

GAO PROP Field: Type Code

PROP Field Tag: Type

IDMS Field Name: Prop-Type

FOCUS Field Name: Doc_Type_Cd

Field Description/Use: The Type Code field is used to identify the type of property.

Characteristics: Length: 1

Type: Alphanumeric

Codes: **C** = Capitalized; **N** = Non-capitalized; **L** = Leased;

T = Lease-To-Purchase (LTOP); and **P** = Converted LTOP

Other:

Edit Criteria: Must be a valid entry as identified above.

Notes/Comments: None.

GAO PROP Field: Unit Of Issue

PROP Field Tag: Unit Issue

IDMS Field Name: State-Name

FOCUS Field Name: State
(Prop_Excess_Data_Record)

Field Description/Use: The Unit Of Issue field is used to indicate the unit in which the excess property is being reported.

Characteristics: Length: 2

Type: Alphanumeric

Codes: (See Appendix E for a list of units of issues.)

Other:

Edit Criteria: Must be a valid unit of issue as identified in Appendix E.

Notes/Comments: None.

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Data Element Dictionary *(cont'd)*

GAO PROP Field: Variable Depreciation

PROP Field Tag: Variable Dep

IDMS Field Name: Depreciation

FOCUS Field Name: Var_Depr

Field Description/Use: The Variable Depreciation field is used to designate a depreciation other than that which is calculated based on the useful life of the property item (which is determined from the item's property code). An entry in this field will override the usual method of depreciation.

Characteristics: Length: 3

Type: Alphanumeric

Codes:

Other:

Edit Criteria: None

Notes/Comments: An entry in the Variable Depreciation field is expressed in number of months.

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Screen Numbers

Screen Name	Identifier/SNO	
	Menu Level	Option Level
Administrative Menu	ADMU	
Inquiry Menu	IQMU	AD01
Property By NFC ID		IQ01
Property By Organization (Condensed)		IQ02
Property By PPCO (Condensed)		IQ03
Property By Serial Number		IQ04
Property By Model Number (Condensed)		IQ05
Property By Acq Document # (Condensed)		IQ06
Property By Property Code (Condensed)		IQ07
Property By Excess Report Number		IQ08
Excess Property		IQ09
Leased Property (Condensed)		IQ10
Lease To Purchase Property (Condensed)		IQ11
Property History		IQ12
Depreciation		IQ13
Transaction Menu	TRMU	AD02
Acquisition/Modify Menu	ACMU	TR01
New Acquisitions		AC01
Found		AC02
Donated		AC03
Construction		AC04
Transfer From Another Agency		AC05
Loaned		AC06
Leased		AC07
Modify Property Master		AC08
Change Lease Data		AC09
Reactivate Property Item		AC10
GOP Held By Contractor		AC11
Transfers Menu	TFMU	TR02
Another Federal Agency By GAO		TF01
Another Federal Agency By GSA		TF02
Reporting Change Of Status Menu	CSMU	TR03
Excess		CS01
Damaged		CS02
Scrap		CS03
Lost Or Stolen		CS04
Exchange/Sale		CS05

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Screen Numbers

Screen Name	Identifier/SNO	
	Menu Level	Option Level
Deletions Menu	DLMU	TR04
Abandoned Or Destroyed		DL01
Donated By GAO		DL02
Donation By GSA		DL03
Sold As Scrap		DL04
Sold By GSA		DL05
Exchange/Sale		DL06
Lost Or Stolen		DL07
Remove Property Item		DL08
PPCO Inventory Update		TR05
Mass PPCO Change		TR06
Reports Generator Menu	RPMU	AD03
Excess Property Coordinator Menu (reserved)		

Condition Codes

The following condition codes are valid in PROP.

Disposal Condition Codes

Code	Condition
1	Unused – Good
2	Unused – Fair
3	Unused – Poor
4	Used – Good
5	Used – Fair
6	Used – Poor
7	Repairs Required (<i>15% or less of acquisition cost</i>)
8	Repairs Required (<i>16%–40% of acquisition cost</i>)
9	Repairs Required (<i>40%–65% of acquisition cost</i>)
X	Salvage
S	Scrap

Supply Condition Codes

Code	Condition
A	Serviceable–Issuable without qualification
B	Serviceable–Issuable with qualification
C	Serviceable–Priority Issue (<i>less than 3 months shelf life</i>)
D	Serviceable–Test/Modification
E	Serviceable–Minor Repairs
F	Unserviceable–Repairable
G	Unserviceable–Incomplete
H	Unserviceable–Condemned
S	Scrap

Note: The system accepts only one position in the 2-position Condition Cd field; however, if 2 positions are keyed in the appropriate supply condition code is keyed in position 1, and the applicable disposal condition code is keyed in position 2. For example, A1 is a valid 2-position condition code.

Federal Supply Classification Codes

The following valid Federal Supply Classification Codes (FSC) are used in PROP:

FSC Code	Description
	<i>Weapons (10)</i>
1005	Guns, through 30 mm
1010	Guns, Over 30 mm Up To 75 mm
1015	Guns, 75mm Through 125mm
1020	Guns, Over 125 mm Through 150 mm
1025	Guns, Over 150 mm Through 200 mm
1030	Guns, Over 200 mm Through 300 mm
1035	Chemical Weapons and Equipment
1040	Launchers, Torpedo, and Depth Charge
1055	Launchers, Rocket, and Pyrotechnic
1070	Nets and Booms, Ordnance
1075	Degaussing and Mine Sweeping Equipment
1080	Camouflage and Deception Equipment
1090	Assemblies Interchangeable Between Weapons In Two Or More Classes
1095	Miscellaneous Weapons
	<i>Nuclear Ordnance (11)</i>
1105	Nuclear Bombs
1110	Nuclear Projectiles
1115	Nuclear Warheads and Warhead Section
1120	Nuclear Depth Charges
1125	Nuclear Demolition Charges
1127	Nuclear Rockets
1130	Conversion Kits, Nuclear Ordnance
1135	Fusing and Firing Devices, Nuclear Ordnance
1140	Nuclear Components
1145	Explosive and Pyrotechnic Components, Nuclear Ordnance
1190	Specialized Test and Handling Equipment, Nuclear Ordnance
1195	Miscellaneous Nuclear Ordnance

Federal Supply Classification Codes

FSC Code	Description
	<i>Fire Control Equipment (12)</i>
1210	Fire Control Directors
1220	Fire Control Computing Sights and Devices
1230	Fire Control Systems, Complete
1240	Optical Sighting and Ranging Equipment
1250	Fire Control Stabilizing Mechanisms
1260	Fire Control Designating and Indicating Equipment
1265	Fire Control Transmitting and Receiving Equipment Except Airborne
1270	Aircraft Gunnery Fire Control Components
1280	Aircraft Bombing Fire Control Components
1285	Fire Control Radar Equipment Except Airborne
1287	Fire Control Sonar Equipment
1290	Miscellaneous Fire Control Equipment
	<i>Ammunition and Explosives (13)</i>
1305	Ammunition, Through 30 mm
1310	Ammunition, Over 30 mm Up To 75 mm
1315	Ammunition, 75 mm Through 125 mm
1320	Ammunition, Over 125 mm
1325	Bombs
1330	Grenades
1336	Guided Missile Warheads and Explosive Components
1337	Guided Missile and Space Vehicle Explosive Propulsion Units, Solid Fuel, and Components
1338	Guided Missile and Space Vehicle Inert Propulsion Units, Solid Fuel, and Components
1340	Rockets, Rocket Ammunition, and Rocket Components
1345	Land Mines
1350	Underwater Mine Inert Components
1351	Underwater Mine Explosive Components
1355	Torpedo Inert Components
1356	Torpedo Explosive Components

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Federal Supply Classification Codes

FSC Code	Description
1360	Depth Charge Inert Components
1361	Depth Charge Explosive Components
1365	Military Chemical Agents
1370	Pyrotechnics
1375	Demolition Materials
1376	Bulk Explosives
1377	Cartridge and Propellant Actuated Devices and Components
1380	Military Biological Agents
1385	Explosive Ordnance Disposal Tools, Surface
1386	Explosive Ordnance Disposal Tools, Underwater
1390	Fuses and Primers
1395	Miscellaneous Ammunition
1398	Specialized Ammunition Handling and Servicing Equipment
	<i>Guided Missiles (14)</i>
1410	Guided Missiles
1420	Guided Missile Components
1425	Guided Missile Systems, Complete
1427	Guided Missile Subsystems
1430	Guided Missile Remote Control Systems
1440	Launchers, Guided Missile
1450	Guided Missile Handling and Servicing Equipment
	<i>Aircraft and Airframe Structural Components (15)</i>
1510	Aircraft, Fixed Wing
1520	Aircraft, Rotary Wing
1540	Gliders
1550	Drones
1560	Airframe Structural Components
	<i>Aircraft Components and Accessories (16)</i>
1610	Aircraft Propellers
1615	Helicopter Rotor Blades, Drive Mechanisms, and Components

Federal Supply Classification Codes

FSC Code	Description
1620	Aircraft Landing Gear Components
1630	Aircraft Wheel and Brake Systems
1650	Aircraft Hydraulic, Vacuum, and De-icing System Components
1660	Aircraft Air Conditioning, Heating, and Pressurizing Equipment
1670	Parachutes: Aerial Pick Up, Delivery, Recovery Systems and Cargo Tie Down Equipment
1680	Miscellaneous Aircraft Accessories and Components
	<i>Aircraft Launching, Landing, and Ground Handling Equipment (17)</i>
1710	Aircraft Arresting, Barrier, and Barricade Equipment
1720	Aircraft Launching Equipment
1730	Aircraft Ground Servicing Equipment
1740	Airfield Specialized Trucks and Trailers
	<i>Space Vehicles (18)</i>
1810	Space Vehicles
1820	Space Vehicle Components
1830	Space Vehicle Remote Control Systems
1840	Space Vehicle Launchers
1850	Space Vehicle Handling and Servicing Equipment
1860	Space Survival Equipment
	<i>Ships, Small Craft, Pontoons, and Floating Docks (19)</i>
1900	Frigates and Corvettes
1901	Aircraft Carriers
1902	Cruisers
1903	Destroyers
1904	Submarines
1905	Subchasers
1906	Minelayers and Minesweepers
1907	Landing Craft
1908	Torpedo Boats and Gun Boats
1909	Hydrofoils

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Federal Supply Classification Codes

FSC Code	Description
1910	Transport Vessels, Passenger and Troop
1911	Amphibious Assault Ships
1915	Cargo and Tanker Vessels
1920	Fishing Vessels
1921	Tugs and Towboats
1922	Fire Boats
1923	Ice Breakers
1924	Repair Ships
1925	Tender Vessels
1926	Lightships
1927	Cable Ships
1928	Salvage Vessels
1929	Rescue Vessels
1930	Barges and Lighters, Cargo
1935	Barges and Lighters, Special Purpose
1940	Small Craft
1945	Pontoons and Floating Docks
1950	Floating Dry docks
1955	Dredges
1990	Miscellaneous Vessels
	<i>Ship and Marine Equipment (20)</i>
2010	Ship and Boat Propulsion Components
2020	Rigging and Rigging Gear
2030	Deck Machinery
2040	Marine Hardware and Hull Items
2050	Buoys
2060	Commercial Fishing Equipment
2090	Miscellaneous Ship and Marine Equipment
	<i>Railway Equipment (22)</i>
2210	Locomotives

Federal Supply Classification Codes

FSC Code	Description
2220	Rail Cars
2230	Right-Of-way Construction and Maintenance Equipment, Railroad
2240	Locomotive and Rail Car Accessories and Components
2250	Track Materials, Railroad
	<i>Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles (23)</i>
2305	Ground Effect Vehicles
2310	Passenger Motor Vehicles
2320	Trucks and Truck Tractors, Wheeled
2330	Trailers
2340	Motorcycles, Motor Scooters, and Bicycles
2350	Combat, Assault and Tactical Vehicles, Tracked
	<i>Tractors (24)</i>
2410	Tractor, Full Track, Low Speed
2420	Tractors, Wheeled
2430	Tractors, Track Laying, High Speed
	<i>Vehicular Equipment Components (25)</i>
2510	Vehicular Cab, Body, and Frame Structural Components
2520	Vehicular Power Transmission Components
2530	Vehicular Brake, Steering, Axle, Wheel, and Track Components
2540	Vehicular Furniture and Accessories
2590	Miscellaneous Vehicular Components
	<i>Tires and Tubes (26)</i>
2610	Tires and Tubes, Pneumatic, Except Aircraft
2620	Tires and Tubes, Pneumatic, Aircraft
2630	Tires, Solid and Cushing
2640	Tire Rebuilding and Tire and Tube Repair Materials
	<i>Engines, Turbines, and Components (28)</i>
2805	Gasoline Reciprocating Engines, Except Aircraft and Components
2810	Gasoline Reciprocating Engines, Aircraft, and Components
2815	Diesel Engines and Components

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Federal Supply Classification Codes

FSC Code	Description
2820	Steam Engines, Reciprocating, and Components
2825	Steam Turbines and Components
2830	Water Turbines and Water Wheels and Components
2835	Gas Turbines and Jet Engines, Except Aircraft and Components
2840	Gas Turbines and Jet Engines, Aircraft, and Components
2845	Rocket Engines and Components
2850	Gasoline Rotary Engines and Components
2895	Miscellaneous Engines and Components
<i>Engine Accessories (29)</i>	
2910	Engine Fuel System Components, Nonaircraft
2915	Engine Fuel System Components, Aircraft
2920	Engine Electrical System Components, Nonaircraft
2925	Engine Electrical System Components, Aircraft
2930	Engine Cooling System Components, Nonaircraft
2935	Engine Cooling System Components, Aircraft
2940	Engine, Air, and Oil Filters, Strainers and Cleaners, Nonaircraft
2945	Engine, Air, and Oil Filters, Strainers and Cleaners, Aircraft
2950	Turbosuperchargers
2990	Miscellaneous Engine Accessories, Nonaircraft
2995	Miscellaneous Engine Accessories, Aircraft
<i>Mechanical Power Transmission Equipment (30)</i>	
3010	Torque Converters and Speed Changers
3020	Gears, Pulleys, Sprockets, and Transmission Chain
3030	Belting, Drive Belts, Fan Belts and Accessories
3040	Miscellaneous Power Transmission Equipment
<i>Bearings (31)</i>	
3110	Bearings, Antifriction, Unmounted
3120	Bearings, Plain, Unmounted
3130	Bearings, Mounted

Federal Supply Classification Codes

FSC Code	Description
	<i>Woodworking Machinery and Equipment (32)</i>
3210	Sawmill and Planing Mill Machinery
3220	Woodworking Machines
3230	Tools and Attachments for Woodworking Machinery
	<i>Metalworking Machinery (34)</i>
3405	Saws and Filing Machines
3408	Machining Centers and Way-Type Machines
3410	Electrical and Ultrasonic Erosion Machines
3411	Boring Machines
3412	Broaching Machines
3413	Drilling and Tapping Machines
3414	Gear Cutting and Finishing Machines
3415	Grinding Machines
3416	Lathes
3417	Milling Machines
3418	Planners and Shapers
3419	Miscellaneous Machine Tools
3422	Rolling Mills and Drawing Machines
3424	Metal Heat Treating and Non-Thermal Treating Equipment
3426	Metal Finishing Equipment
3431	Electric Arc Welding Equipment
3432	Electric Resistance Welding Equipment
3433	Gas Welding, Heat Cutting, and Metalizing Equipment
3436	Welding Positioners and Manipulators
3438	Miscellaneous Welding Equipment
3439	Miscellaneous Welding, Soldering, and Brazing Supplies and Accessories
3441	Bending and Forming Machines
3442	Hydraulic and Pneumatic Presses, Power Driven
3443	Mechanical Presses, Power Driven
3444	Manual Presses

Federal Supply Classification Codes

FSC Code	Description
3445	Punching and Shearing Machines
3446	Forging Machinery and Hammers
3447	Wire and Metal Ribbon Forming Machines Forming and Cutting Machines
3448	Riveting Machines
3449	Miscellaneous Secondary Metal Forming and Cutting Machines
3450	Machine Tools, Portable
3455	Cutting Tools For Machine Tools
3456	Cutting and Forming Tools For Secondary Metalworking Machinery
3460	Machine Tool Accessories
3461	Accessories For Secondary Metalworking Machinery
3465	Production Jigs, Fixtures, and Templates
3470	Machine Shop Sets, Kits, and Outfits
<i>Service and Trade Equipment (35)</i>	
3510	Laundry and Dry Cleaning Equipment
3520	Shoe Repairing Equipment
3530	Industrial Sewing Machines and Mobile Textile Repair Shops
3540	Wrapping and Packaging Machinery
3550	Vending and Coin Operated Machines
3590	Miscellaneous Service and Trade Equipment
<i>Special Industry Machinery (36)</i>	
3605	Food Products Machinery and Equipment
3610	Printing, Duplicating, and Bookbinding Equipment
3611	Industrial Marking Machines
3615	Pulp and Paper Industries Machinery
3620	Rubber and Plastic Working Machinery
3625	Textile Industries Machinery
3630	Clay and Concrete Products Industries Machinery
3635	Crystal and Glass Industries Machinery
3640	Tobacco Manufacturing Machinery
3645	Leather Tanning and Leather Working Industries Machinery
3650	Chemical and Pharmaceutical Products Manufacturing Machinery

Federal Supply Classification Codes

FSC Code	Description
3655	Gas Generating and Dispensing Systems, Fixed Or Mobile
3660	Industrial Size Reduction Machinery
3670	Specialized Semiconductor Microcircuit, and Printed Circuit Board Manufacturing Machinery
3680	Foundry Machinery, Related Equipment and Supplies
3685	Specialized Metal Container Manufacturing Machinery and Related Equipment
3690	Specialized Ammunition and Ordnance Machinery and Related Equipment
3693	Industrial Assembly Machines
3694	Clean Work Stations, Controlled Environment and Work Related Equipment
3695	Miscellaneous Special Industry Machinery
	<i>Agricultural Machinery and Equipment (37)</i>
3710	Soil Preparation Equipment
3720	Harvesting Equipment
3730	Dairy, Poultry, and Livestock Equipment
3740	Pest, Disease and Frost Control Equipment
3750	Gardening Implements and Tools
3760	Animal Drawn Vehicles and Farm Trailers
3770	Saddlery, Harness, Whips and Related Animal Furnishings
	<i>Construction, Mining, Excavating, and Highway Maintenance Equipment (38)</i>
3805	Earth Moving and Excavating Equipment
3810	Cranes and Crane Shovels
3815	Crane and Crane-Shovel Attachments
3820	Mining, Rock Drilling, Earth Boring and Related Equipment
3825	Road Clearing and Cleaning Equipment
3830	Truck and Tractor Attachments
3835	Petroleum Production and Distribution Equipment
3895	Miscellaneous Construction Equipment

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Federal Supply Classification Codes

FSC Code	Description
	<i>Materials Handling Equipment (39)</i>
3910	Conveyors
3915	Materials Feeders
3920	Materials Handling Equipment, Non–Self–Propelled
3930	Warehouse Trucks and Tractors, Self–Propelled
3940	Blocks, Tackle, Rigging, and Slings
3950	Winches, Hoists, Cranes and Derricks
3960	Elevators and Escalators
3990	Miscellaneous Materials Handling Equipment
	<i>Rope, Cable, Chain, and Fittings (40)</i>
4010	Chain and Wire Rope
4020	Fiber Rope, Cordage, and Twine
4030	Fittings For Rope, Cable, and Chain
	<i>Refrigeration, Air Conditioning, and Air Circulating Equipment (41)</i>
4110	Refrigeration Equipment
4120	Air Conditioning Equipment
4130	Refrigeration and Air Conditioning Components
4140	Fans, Air Circulators, and Blower Equipment
	<i>Fire Fighting, Rescue, and Safety Equipment (42)</i>
4210	Fire Fighting Equipment
4220	Marine Lifesaving and Diving Equipment
4230	Decontaminating and Impregnating Equipment
4240	Safety And Rescue Equipment
	<i>Pumps and Compressors (43)</i>
4310	Compressors and Vacuum Pumps
4320	Power and Hand Pumps
4330	Centrifugals, Separators, and Pressure and Vacuum Filters
4430	Industrial Furnaces, Kilns, Lehrs, and Ovens
4440	Driers, Dehydrators, and Anhydrators

Federal Supply Classification Codes

FSC Code	Description
	<i>Furnace, Steam Plant, and Drying Equipment; and Nuclear Reactors (44)</i>
4410	Industrial Boilers
4420	Heat Exchangers and Steam Condensers
4460	Air Purification Equipment
4470	Nuclear Reactors
	<i>Plumbing, Heating, and Sanitation Equipment (45)</i>
4510	Plumbing Fixtures and Accessories
4520	Space Heating Equipment and Domestic Water Heaters
4530	Fuel Burning Equipment Units
4540	Miscellaneous Plumbing, Heating, and Sanitation Equipment
	<i>Water Purification and Sewage Treatment Equipment (46)</i>
4610	Water Purification Equipment
4620	Water Distillation Equipment, Marine and Industrial
4630	Sewage Treatment Equipment
	<i>Pipe, Tubing, Hose, and Fittings (47)</i>
4710	Pipe and Tube
4720	Hose and Tubing, Flexible
4730	Fittings and Specialities; Hose, Pipe, and Tube
	<i>Valves (48)</i>
4810	Valves, Powered
4820	Valves, Non Powered
	<i>Maintenance and Repair Shop Equipment (49)</i>
4910	Motor Vehicle Maintenance and Repair Shop Specialized Equipment
4920	Aircraft Maintenance and Repair Shop Specialized Equipment
4921	Torpedo Maintenance, Repair, and Checkout Specialized Equipment
4923	Depth Charges and Underwater Mines Maintenance, Repair and Checkout Specialized Equipment
4925	Ammunition Maintenance, Repair, and Checkout Specialized Equipment
4927	Rocket Maintenance, Repair, and Checkout Specialized Equipment

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Federal Supply Classification Codes

FSC Code	Description
4930	Lubrication and Fuel Dispensing Equipment
4931	Fire control Maintenance and Repair Shop Specialized Equipment
4933	Weapons Maintenance and Repair Shop Specialized Equipment
4935	Guided Missile Maintenance, Repair, and Checkout Specialized Equipment
4940	Miscellaneous Maintenance and Repair Shop Specialized Equipment
4960	Space Vehicle Maintenance, Repair, and Checkout Specialized Equipment
	<i>Hand Tools (51)</i>
5110	Hand Tools, Edged, Non Powered
5120	Hand Tools, Non Edged, Non Powered
5130	Hand Tools, Power Driven
5133	Drill Bits, Counterbores, and Countersinks; Hand and Machine
5136	Taps, Dies, and Collets; Hand and Machine
5140	Tool and Hardware Boxes
5180	Sets, Kits, and Outfits Of Hand Tools
52**	<i>Measuring Tools (52)</i>
5210	Measuring Tools, Craftman's
5220	Inspection Gages and Precision Layout Tools
5280	Sets, Kits, and Outfits Of Measuring Tools
	<i>Hardware and Abrasives (53)</i>
5305	Screws
5306	Bolts
5307	Studs
5310	Nuts and Washers
5315	Nails, Keys, and Pins
5320	Rivets
5325	Fastening Devices
5330	Packing and Gasket Materials
5335	Metal Screening

Federal Supply Classification Codes

FSC Code	Description
5340	Miscellaneous Hardware
5345	Disks and Stones, Abrasive
5350	Abrasive Materials
5355	Knobs and Pointers
5360	Coil, Flat, and Wire Springs
5365	Rings, Shims, and Spacers
<i>Prefabricated Structures and Scaffolding (54)</i>	
5410	Prefabricated and Portable Buildings
5411	Rigid Wall Shelters
5420	Bridges, Fixed and Floating
5430	Storage Tanks
5440	Scaffolding Equipment and Concrete Forms
5445	Prefabricated Tower Structures
5450	Miscellaneous Prefabricated Structures
<i>Lumber, Millwork, Plywood, and Veneer (55)</i>	
5510	Lumber and Related Basic Wood Materials
5520	Millwork
5530	Plywood and Veneer
<i>Construction and Building Materials (56)</i>	
5610	Mineral Construction Materials, Bulk
5620	Building Glass, Tile, Brick, and Block
5630	Pipe and Conduit, Non-Metallic
5640	Wallboard, Building Paper, and Thermal Insulation Materials
5660	Roofing and Siding Materials
5670	Architectural and Related Metal Products
5680	Miscellaneous Construction Materials
<i>Communication, Detection, and Coherent Radiation Equipment (58)</i>	
5805	Telephone and Telegraph Equipment
5810	Communications Security Equipment and Components
5811	Other Cryptologic Equipment and Components

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Federal Supply Classification Codes

FSC Code	Description
5815	Teletype and Facsimile Equipment
5820	Radio and Television Communication Equipment, Except Airborne
5821	Radio and Television Communication Equipment, Airborne
5825	Radio Navigation Equipment, Except Airborne
5826	Radio Navigation Equipment, Airborne
5830	Intercommunication and Public Address Systems, Except Airborne
5831	Intercommunication and Public Address Systems, Airborne
5835	Sound Recording and Reproducing Equipment
5836	Video Recording and Reproducing Equipment
5840	Radar Equipment, Except Airborne
5841	Radar Equipment, Airborne
5845	Underwater Sound Equipment
5850	Visible and Invisible Light Communication Equipment
5855	Night Vision Equipment, Emitted and Reflected Radiation
5860	Stimulated Coherent Radiation Devices, Components, and Accessories
5865	Electronic Countermeasures, Counter-Countermeasures, and Quick Reaction Capability Equipment
5895	Miscellaneous Communication Equipment
	<i>Electrical and Electronic Equipment Components (59)</i>
5905	Resistors
5910	Capacitors
5915	Filters and Networks
5920	Fuses and Lightning Arresters
5925	Circuit Breakers
5930	Switches
5935	Connectors, Electrical
5940	Lugs, Terminals, and Terminal Strips
5945	Relays and Solenoids
5950	Coils and Transformers
5955	Piezoelectric Crystals
5960	Electron Tubes and Associated Hardware

Federal Supply Classification Codes

FSC Code	Description
5961	Semiconductor Devices and Associated Hardware
5962	Microcircuits, Electronic
5963	Modules, Electronic
5965	Headsets, Handsets, Microphones, and Speakers
5970	Electrical Insulators and Insulating Materials
5975	Electrical Hardware and Supplies
5977	Electrical Contact Brushes and Electrodes
5985	Antennas, Waveguides, and Related Equipment
5990	Synchros and Resolvers
5995	Cable, Cord, and Wire Assemblies: Communication Equipment
5999	Miscellaneous Electrical and Electronic Components
	<i>Fiber Optics Materials, Components Assemblies, and Accessories (60)</i>
6010	Fiber Optic Conductors
6015	Fiber Optic Cables
6020	Fiber Optic Cable Assemblies and Harnesses
6030	Fiber Optic Devices
6060	Fiber Optic Interconnectors
6070	Fiber Optic Accessories and Supplies and Accessories
6080	Fiber Optic Kits and Sets
	<i>Electric Wire, and Power and Distribution Equipment (61)</i>
6105	Motors, Electrical
6110	Electrical Control Equipment
6115	Generators and Generator Sets, Electrical
6116	Fuel Cell Power Units, Components and Accessories
6120	Transformers: Distribution and Power Station
6125	Converters, Electrical, Rotating
6130	Converters, Electrical, Nonrotating
6135	Batteries, Primary
6140	Batteries, Secondary
6145	Wire and Cable, Electrical
6150	Miscellaneous Electric Power and Distribution Equipment

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Federal Supply Classification Codes

FSC Code	Description
	<i>Lighting Fixtures and Lamps (62)</i>
6210	Indoor and Outdoor Electric Lighting Fixtures
6220	Electric Vehicular Lights and Fixtures
6230	Electric Portable and Hand Lighting Equipment
6240	Electric Lamps
6250	Ballasts, Lampholders, and Starters
6260	Nonelectrical Lighting Fixtures
	<i>Alarm, Signal, and Security Detection Systems (63)</i>
6310	Traffic and Transit Signal Systems
6320	Shipboard Alarm and Signal System
6330	Railroad Signal and Warning Devices
6340	Aircraft Alarm and Signal Systems
6350	Miscellaneous Alarm and Signal Systems
	<i>Medical, Dental, Veterinary Equipment and Supplies (65)</i>
6505	Drugs, Biologicals, and Official Reagents
6506	Blood
6507	Blood Derivatives
6508	Medicated Cosmetics and Toiletries
6510	Surgical Dressing Materials
6515	Medical and Surgical Instruments, Equipment, and Supplies
6520	Dental Instruments, Equipment, and Supplies
6525	X-ray Equipment and Supplies: Medical, Dental, Veterinary
6530	Hospital Furniture, Equipment, Utensils, and Supplies
6532	Hospital & Surgical Clothing & Related Special Purpose Items
6540	Opticians' Instruments, Equipment, and Supplies
6545	Medical Sets, Kits, and Outfits
	<i>Instruments and Laboratory Equipment (66)</i>
6605	Navigational Instruments
6610	Flight Instruments
6615	Automatic Pilot Mechanisms and Airborne Gyro

Federal Supply Classification Codes

FSC Code	Description
6620	Components
6625	Engine Instruments Electrical and Electronic Properties Measuring and Testing Instruments
6630	Chemical Analysis Instruments
6635	Physical Properties Testing Equipment
6636	Environmental Chambers and Related Equipment
6640	Laboratory Equipment and Supplies
6645	Time Measuring Instruments
6650	Optical Instruments
6655	Geophysical and Astronomical Instruments
6670	Scales and Balances
6675	Drafting, Surveying, and Mapping Instruments
6680	Liquid and Gas Flow, Liquid Level, and Mechanical
6685	Pressure, Temperature, and Humidity Measuring and Motion Measuring Instruments
6695	Controlling Instruments Combination and Miscellaneous Instruments
	<i>Photographic Equipment (67)</i>
6710	Cameras, Motion Picture
6720	Cameras, Still Picture
6730	Photographic Projection Equipment
6740	Photographic Developing and Finishing Equipment
6750	Photographic Supplies
6760	Photographic Equipment and Accessories
6770	Film, Processed
6780	Photographic Sets, Kits, and Outfits
	<i>Chemicals and Chemical Products (68)</i>
6810	Chemicals
6820	Dyes
6830	Gases: Compressed and Liquefied
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialities

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Federal Supply Classification Codes

FSC Code	Description
	<i>Training Aids and Devices (69)</i>
6910	Training Aids
6920	Armament Training Devices
6930	Operational Training Devices
6940	Communication Training Devices
	<i>General Purpose Automatic Data Processing Equipment, Software, Supplies and Support Equipment (70)</i>
7010	ADP Configuration
7020	ADP Central Processing Unit (CPU, Computer), Analog
7021	ADP Central Processing Unit (CPU, Computer), Digital
7022	ADP Central Processing Unit (CPU, Computer, Hybrid
7025	ADP Input/Output and Storage Devices
7030	ADP Software
7035	ADP Accessorial Equipment
7040	Punched Card Equipment
7042	Mini and Micro Computer Control Devices
7045	ADP Supplies and Support Equipment
7050	ADP Components
	<i>Furniture (71)</i>
7105	Household Furniture
7110	Office Furniture
7125	Cabinets, Lockers, Bins, and Shelving
7195	Miscellaneous Furniture and Fixtures
	<i>Household and Commercial Furnishings and Appliances (72)</i>
7210	Household Furnishings
7220	Floor Covering
7230	Draperies, Awnings, and Shades
7240	Household and Commercial Utility Containers
7290	Miscellaneous Household and Commercial Furnishings and Appliances
	<i>Food Preparation and Serving Equipment (73)</i>
7310	Food Cooking, Baking, and Serving Equipment
7320	Kitchen Equipment and Appliances

- 7330 Kitchen Hand Tools and Utensils
- 7340 Cutlery and Flatware
- 7350 Tableware
- 7360 Sets, Kits, and Outfits: Food Preparation and Serving

Office Machines and Visible Record Equipment (74)

- 7420 Accounting and Calculating Machines
- 7430 Typewriters and Office Type Composing Machines
- 7435 Office Information System Equipment
- 7450 Office Type Sound Recording and Reproducing
- 7460 Machines Visible Record Equipment
- 7490 Miscellaneous Office Machines

Office Supplies and Devices (75)

- 7510 Office Supplies
- 7520 Office Devices and Accessories
- 7530 Stationery and Record Forms
- 7540 Standard Forms

Books Maps, and Other Publications (76)

- 7610 Books and Pamphlets
- 7630 Newspaper and Periodicals
- 7640 Maps, Atlases, Charts, and Globes
- 7650 Drawings and Specifications
- 7660 Sheet and Book Music
- 7670 Microfilm, Processed
- 7690 Miscellaneous Printed Matter

Musical Instruments, Phonographs, and Home-Type Radios (77)

- 7710 Musical Instruments
- 7720 Musical Instrument, Parts and Accessories
- 7730 Phonographs, Radios, and Television Sets: Home Type Phonograph Records
- 7740 Phonograph Records
- 7777 ADP Software Under \$100,000

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Federal Supply Classification Codes

FSC Code	Description
	<i>Recreational and Athletic Equipment (78)</i>
7810	Athletic and Sporting Equipment
7820	Games, Toys, and Wheeled Goods
7830	Recreational and Gymnastic Equipment
	<i>Cleaning Equipment and Supplies (79)</i>
7910	Floor Polishers and Vacuum Cleaners
7920	Brooms, Brushes, Mops, and Sponges
7930	Cleaning and Polishing Compounds and Preparations
	Brushes, Paints, Sealers, and Adhesives (80)
8010	Paints, Dopes, Varnishes, and Related Products
8020	Paint and Artists' Brushes
8030	Preservatives and Sealing Compounds
8040	Adhesives
	<i>Containers, Packages, and Packing Supplies (81)</i>
8105	Bags and Sacks
8110	Drums and Cans
8115	Boxes, Cartons, and Crates
8120	Commercial and Industrial Gas Cylinders
8125	Bottles and Jars
8130	Reels and Spools
8135	Packaging and Packing Bulk Materials
8140	Ammunition and Nuclear Ordnance Boxes, Packages and Special Containers
8145	Specialized Shipping and Storage Containers
	<i>Textiles, Leather, Furs, Apparel and Shoe Findings, Tents and Flags (83)</i>
8305	Textile Fabrics
8310	Yarn and Thread
8315	Notions and Apparel Findings
8320	Padding and Stuffing Materials
8325	Fur Materials

Federal Supply Classification Codes

FSC Code	Description
8330	Leather
8335	Shoe Findings and Soling Materials
8340	Tents and Tarpaulins
8345	Flags and Pennants
	<i>Clothing, Individual Equipment, and Insignia (84)</i>
8405	Outerwear, Men's
8410	Outerwear, Women's
8415	Clothing, Special Purpose
8420	Underwear and Nightwear, Men's
8425	Underwear and Nightwear, Women's
8430	Footwear, Men's
8435	Footwear, Women's
8440	Hosiery, Handwear, and Clothing Accessories, Men's
8445	Hosiery, Handwear, and Clothing Accessories, Women's
8450	Children's and Infant's Apparel and Accessories
8455	Badges and Insignias
8460	Luggage
8465	Individual Equipment
8470	Armor, Personal
8475	Specialized Flight Clothing and Accessories
	<i>Toiletries (85)</i>
8510	Perfumes, Toilet Preparations, and Powders
8520	Toilet Soap, Shaving Preparations, and Dentifrices
8530	Personal Toiletry Articles
8540	Toiletry Articles
	<i>Agricultural Supplies (87)</i>
8710	Forage and Feed
8720	Fertilizers
8730	Seeds and Nursery Stock
	<i>Live Animals (88)</i>
8810	Live Animals, Raised For Food
8820	Live Animals, Not Raised For Food

Federal Supply Classification Codes

FSC Code	Description
	<i>Subsistence (89)</i>
8900	Perishable Subsistence \$10,000 To \$25,000
8905	Meat, Poultry, and Fish
8910	Dairy Foods and Eggs
8915	Fruits and Vegetables
8920	Bakery and Cereal Products
8925	Sugar, Confectionery, and Nuts
8930	Jams, Jellies, and Preserves
8935	Soups and Bouillons
8940	Special Dietary Foods and Food Specialty Preparations
8945	Food Oils and Fats
8950	Condiments and Related Products
8955	Coffee, Tea, and Cocoa
8960	Beverages, Nonalcoholic
8965	Beverages, Alcoholic
8970	Composite Food Packages
8975	Tobacco Products
8999	Food Items For Resale
	<i>Fuels, Lubricants, Oils, and Waxes (91)</i>
9110	Fuels, Solid
9130	Liquid Propellants and Fuels, Petroleum Base
9135	Liquid Propellant Fuels and Oxidizers,
9140	Chemical Base Fuel Oils
9150	Oils and Greases: Cutting, Lubricating, and Hydraulic
9160	Miscellaneous Waxes, Oils, and Fats
	<i>Nonmetallic Fabricated Materials (93)</i>
9310	Paper and Paperboard
9320	Rubber Fabricated Materials
9330	Plastics Fabricated Materials
9340	Glass Fabricated Materials
9350	Refractories and Fire Surfacing Materials
9390	Miscellaneous Fabricated Nonmetallic Materials

Federal Supply Classification Codes

FSC Code	Description
	<i>Non Metallic Crude Materials (94)</i>
9410	Crude Grades Of Plant Materials
9420	Fibers: Vegetable, Animal, and Synthetic
9430	Miscellaneous Crude Animal Products, Inedible
9440	Miscellaneous Crude Agricultural and Forestry Products
9450	Nonmetallic Scrap, Except Textiles
	<i>Metal Bars, Sheets, and Shapes (95)</i>
9505	Wire, Nonelectrical, Iron and Steel
9510	Bars and Rods, Iron and Steel
9515	Plate, Sheet, and Strip: Iron and Steel
9520	Structural Shapes, Iron and Steel
9525	Wire, Nonelectrical, Nonferrous Base Metal
9530	Bars and Rods, Nonferrous Base Metal
9540	Structural Shapes, Nonferrous Base Metal
9545	Plate, Sheet, Strip, Foil, and Wire: Precious Metal
	<i>Ores, Minerals, and Their Primary Products (96)</i>
9610	Ores
9620	Minerals, Natural and Synthetic
9630	Additive Metal Materials and Master Alloys
9640	Iron and Steel Primary and Semifinished Products
9650	Nonferrous Base Metal Refinery and Intermediate Forms
9670	Iron and Steel Scrap
9680	Nonferrous Metal Scrap
	<i>Miscellaneous (99)</i>
9905	Signs, Advertising Displays, and Identification Plates
9910	Jewelry
9915	Collectors' Items
9920	Smokers' Articles and Matches
9925	Ecclesiastical Equipment, Furnishings, and Supplies
9930	Memorials: Cemeterial and Mortuary Equipment and Supplies
9998	Non Food Items For Resale
9999	Miscellaneous Items

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Appendix E

Unit Of Issue Codes

AM	–	Ampoule	LB	–	Pound
AT	–	Assortment	LG	–	Length
AY	–	Assembly	LI	–	Liter
BA	–	Ball	LT	–	Lot
BD	–	Bundle	MC	–	Thousand cubic feet
BE	–	Bale	ME	–	Meal
BF	–	Board foot	MR	–	Meter
BG	–	Bag	MX	–	Thousand
BK	–	Book	OT	–	Outfit
BL	–	Barrel	OZ	–	Ounce
BO	–	Bolt	PD	–	Pad
BR	–	Bar	PG	–	Package
BT	–	Bottle	PM	–	Plate
BX	–	Box	PR	–	Pair
CA	–	Cartridge	PT	–	Pint
CB	–	Carboy	PZ	–	Packet
CD	–	Cubic yard	QT	–	Quart
CE	–	Cone	RA	–	Ration
CF	–	Cubic foot	RL	–	Reel
CK	–	Cake	RM	–	Ream
CL	–	Coil	RO	–	Roll
CN	–	Can	SD	–	Skid
CO	–	Container	SE	–	Set
CY	–	Cylinder	SF	–	Square foot
CZ	–	Cubic meter	SH	–	Sheet
DR	–	Drum	SK	–	Skein
DZ	–	Dozen	SL	–	Spool
EA	–	Each	SO	–	Shot
FT	–	Foot	SP	–	Strip
GL	–	Gallon	SX	–	Stick
GP	–	Group	SY	–	Square yard
GR	–	Gross	TN	–	Ton
HD	–	Hundred	TO	–	Troy ounce
HK	–	Hank	TU	–	Tube
JR	–	Jar	VI	–	Vial
KT	–	Kit	YD	–	Yard

Appendix F

Transaction Type Codes

The following transaction type codes are shown on PROP 303, Personal Property Transaction Report, and reflect transactions on items in the PROP data base. **Note:** All transaction type codes may not apply to GAO.

Code	Type Of Transaction	Code	Type Of Transaction
A10	New Acquisition	C56	Repair And Storage Statuses
A11	Found	C57	Exchange/Sale Status
A12	Construction	C58	Issue And Storage Statuses
A13	Donation	C59	Exchange/Sale And Other Statuses
A14	Transfer Within Agency	C60	Exchange/Sale And Storage Statuses
A15	Agency Change	C61	Repair And Exchange/Sale Statuses
A16	Reassigned Within USDA	C62	Property Code Change
A17	Accountable Officer Change	C63	Reactivate Excess
A18	Leased	D50	Delete Lost Or Stolen
A19	Transfer From Non-Property	D51	Donated To Public Body By Agency
A20	Add—No Accounting Generated	D52	Donation By Agency
A21	New Acquisition—Not In Feeder	D53	Abandoned Or Destroyed
A22	Acquired From Excess	D54	Sold As Scrap
A23	GOP Held By Contractor/Grantee	D55	Sold Other Than Scrap By Agency
A24	Miscellaneous Property Items	D56	Delete Trade Or Exchange
A25	Non-Federal Owned	D57	Transfer To USDA Agency Not In PROP
A26	Loaned	D58	Transfer to Another Agency By Agency
A27	Transfer from Another Agency	D59	Sale Of Item Reported To GSA Excess
C30	Lost Or Stolen	D60	Sold Other Than Scrap By GSA
C31	Damaged	D61	Sale
C32	Excess	D62	Delete—Duplicate
C33	Remove From Damaged	D63	Delete—Should Be Non-Property
C34	Remove From Excess	D64	Transfer To CEPO Warehouse
C35	Modify Property Master	D65	Delete—Leased Item
C36	Scrap	D66	Remove Property Item
C37	Remove From Lost Or Stolen	D67	Transfer To Another Agency By GSA
C38	Remove From Scrap	D69	Trade-In
C39	Change Lease Data	D70	Donation Through GSA
C40	Reorder Bar Code Labels	D71	Donated Research Equipment
C41	Exchange/Sale	EXP	Expendable
C42	Exchange/Sale Reversal	E11	Delete Non Prop Obj Class Feeder
C43	Stock For Issue/Sale	E12	Modify Feeder Quantity
C44	Remove Stock For Issue/Sale Status	E13	Delete Duplicate Feeder Item
C45	Storage	F01	Feeder Change
C46	Remove Storage Status	F11	ADJ Del Non Prop Obj Class Feeder
C47	On Loan Outside Bureau	F13	ADJ Del Duplicate Feeder Item
C48	Remove On Loan Outside Bureau Status	RCP	Property Receipt
C49	Repair	R01	Reproration
C50	Remove Repair Status	R02	Property Reactivated
C51	Other	T01	Mass Accountable Officer Change
C52	Remove Other Status	T02	Mass Custodial Officer Change
C53	Other And Issue Statuses	T03	Mass Custodian Change
C54	Storage And Other Statuses	X00	New Component
C55	Other And Repair Statuses	Z10	Conversion

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FOCUS Data Fields

This appendix provides the PROP data field names as defined to FOCUS. These field names are used to develop FOCUS reports using the FOCUS Reporting System. Refer to Title VI, Systems Access Manual, Chapter 5, Report Generator Systems, Section 4, FOCUS Reporting System, for detailed information. Additional FOCUS PROP data fields may be obtained by accessing the PROP TABL, PROP FEED, and DICT PROP listings. **Note:** All FOCUS data fields may not apply to GAO.

PROP FIELD LISTING				06/28/91 12.10.23			
FOCUS FIELD NAME	FOCUS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IDMS FIELD NAME		
ACC DEPR AMT	PROP-ACCT	P151545C1378	P14.2B		ACCUMULATED-DEPR-AMT		
ACC DEPR AMT	PROP-DPR-ACC	P150430C1375	P14.2B		ACCUMULATED-DEPR-AMT		
ACC DEPR AMT	PROP-HST-ACC	P151515C1375	P14.2B		ACCUMULATED-DEPR-AMT		
ACC DEPR AMT	PROP-HST-DPR-ACC	P150555C1375	P14.2B		ACCUMULATED-DEPR-AMT		
ACCT CLS	PROP-ACCT	P151545C8608	A36		ACCOUNTING-CLASS		
ACCT CLS	PROP-DPR-ACC	P150430C8608	A36		ACCOUNTING-CLASS		
ACCT CLS	PROP-HST-ACC	P151515C8608	A36		ACCOUNTING-CLASS		
ACCT CLS	PROP-HST-DPR-ACC	P150555C8608	A36		ACCOUNTING-CLASS		
ACCT STA	PROP-MASTER	P151540C8608	A04		TV-ACCT-STATION		
ACCT STA	PROP-HIST	P151530C8608	A04		TV-ACCT-STATION		
ACQ	PROP-MASTER		YMD	GROUP DATE	CAPITAL-AMT		
ACQ AMT	PROP-MASTER	P151540C2090	P12.2B		CAPITAL-AMT		
ACQ AMT	PROP-EXCES-DATA	P151542C2090	P12.2B		CAPITAL-AMT		
ACQ AMT	PROP-ACCT	P151545C2090	P12.2B		CAPITAL-AMT		
ACQ AMT	PROP-HIST	P151550C2090	P12.2		CAPITAL-AMT		
ACQ AMT	PROP-HST-ACCT	P151551C2090	P14.2B		CAPITAL-AMT		
ACQ AMT	PROP-HST-EXCES	P151536C2090	P12.2B		CAPITAL-AMT		
ACQ DA	PROP-MASTER	P151540C1364	P02L		DATE-ACQUISITION-DA		
ACQ DA	PROP-HIST	P151550C1364	P02L		DATE-ACQUISITION-DA		
ACQ H	PROP-HIST		YMD	GROUP DATE	DATE-ACQUISITION-MO		
ACQ MO	PROP-MASTER	P151540C1363	P02L		DATE-ACQUISITION-MO		
ACQ MO	PROP-HIST	P151550C1363	P02L		DATE-ACQUISITION-MO		
ACQ REC	PROP-COMM-REC		YMD	GROUP DATE	ACQ-SOURCE-CODE		
ACQ REC HIST	PROP-HIST-COMM		YMD	GROUP DATE	ACQ-SOURCE-CODE		
ACQ SRCE CD	MTR-VEHICLE-REC	P151500C2378	A01		DATE-ACQUISITION-YR		
ACQ SRCE CD	PROP-HST-VEHICLE	P151540C1362	P02L		DATE-ACQUISITION-YR		
ACQ YR	PROP-MASTER	P151550C1362	P02L		DATE-ACQUISITION-YR		
ADDITION AD1	PROP-EXCES-DATA	P151542C0222	A25		RESIDENCE-ADDITIONAL-ADR1		
ADDITION AD2	PROP-HIST-EXCES	P151543C	A25		RESIDENCE-ADDITIONAL-ADR1		
ADDITION AD2	PROP-EXCES-DATA	P151556C	A25		RESIDENCE-ADDITIONAL-ADR2		
ADR ZIP 4	PROP-HIST-EXCES	P151542C0048	A04		RESIDENCE-ZIP-4		
ADR ZIP 4	PROP-HIST-EXCES	P151556C0048	A04		RESIDENCE-ZIP-4		
ADR ZIP 5	PROP-EXCES-DATA	P151542	A05		RESIDENCE-ZIP-5		
ADR ZIP 5	PROP-HIST-EXCES	P151556	A05		RESIDENCE-ZIP-5		
AGCY CODE	PROP-MASTER	P151540C0894	A02		AGENCY-CODE		
AGCY CODE	PROP-MAINT-REC	P157200C0894	A02		AGENCY-CODE		
AGCY CODE	PROP-HIST	P151550C0894	A02		AGENCY-CODE		
AMT OF SALE	PROP-MASTER	P151540C2882	P10.2		AMT-OF-SALE		
AMT OF SALE	PROP-HIST	P151540C1020	A14		AMT-OF-SALE		
AD NO	PROP-MASTER	P151550C1020	A14		AD-NO		
AD NO	PROP-HIST	P151540C9708	A15		AD-NO		
AWARD NUMBER	PROP-MASTER	P151550C9708	A15		AWARD-NUMBER		
AWARD NUMBER	PROP-HIST	P151500C2371	A04		AWARD-NUMBER		
CID	MTR-VEHICLE-REC	P151500C2371	A04		CID		
CID	PROP-HST-VEHICLE	P151500C2371	A04		CID		
CITY NAME	PROP-EXCES-DATA	P151542C6616	A20		CITY-NAME		
CITY NAME	PROP-HIST-EXCES	P151556C6616	A20		CITY-NAME		
CLASS CD	MTR-VEHICLE-REC	P151500C2970	A03		CLASS-CD		
CLASS CD	PROP-HST-VEHICLE	P151500C2970	A03		CLASS-CD		

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FOCUS Data Fields (cont'd)

PROP FIELD LISTING 06/26/91 12.10.23

FOCUS FIELD NAME	IDMS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IDMS FIELD NAME
CONTACT ADD1	WARRANTY-REC	P15740002743	A28		CONTACT-ADD1
CONTACT ADD2	PROP-HIST-WARR	P15520002743	A28		CONTACT-ADD2
CONTACT ADD3	WARRANTY-REC	P15740002744	A28		CONTACT-ADD3
CONTACT ADD4	PROP-HIST-WARR	P15520002744	A28		CONTACT-ADD4
CONTACT PERS	WARRANTY-REC	P15740005793	A35		CONTACT-PERSON
CONTACT PERS	PROP-HIST-WARR	P15520005793	A35		CONTACT-PERSON
CONTL IND	PROP-MAINT-REC	P15720001753	A12		CONTROL-IND
COMM ACCID C	MV-MAINT-REC	P15760002404	P12.28		COMM-ACCIDENT-COST
COMM ADDL C	MV-MAINT-REC	P15760002406	P12.28		COMM-ADDITIONAL-COST
COMM LABOR C	MV-MAINT-REC	P15760002402	P12.28		COMM-LABOR-COST
COMM MAINT C	MV-MAINT-REC	P15760002403	P12.28		COMM-MAINT-COST
COMM RCVD C	MV-MAINT-REC	P15760002405	P12.28		COMM-RECOVERED-COST
COMP IND	PROP-MASTER	P15154002092	A01		COMPONENT-IND
COMP IND	PROP-HIST	P15155002092	A01		COMPONENT-IND
COND CD	PROP-MASTER	P15154002214	A02		COND-CODE
COND CD	PROP-HIST	P15155002214	A02		COND-CODE
CONT CODE	PROP-MAINT-REC	P15720001807	A01		CONT-CODE
CONTRACTOR	PROP-MASTER			DEFINED FIELD	
CR CARD NUM	MTR-VEHICLE-REC	P15750002387	A10		CR-CARD-NUM
CR CARD NUM	PROP-HIST-VEHICLE	P15510002387	A10		CR-CARD-NUM
CUST ID	PROP-MASTER	P15154001028	A09		SSNO
CUST ID	PROP-HIST	P15158001028	A09		SSNO
CYL	MTR-VEHICLE-REC	P15750003960	A02		CYLINDERS
CYL	PROP-HIST-VEHICLE	P15510002370	A01		CYLINDERS
DATE END DA	WARRANTY-REC	P15740002740	A02		DATE-END-DA
DATE END DA	PROP-HIST-WARR	P15520002740	A02		DATE-END-DA
DATE END MO	WARRANTY-REC	P15740002739	A02		DATE-END-MO
DATE END MO	PROP-HIST-WARR	P15520002739	A02		DATE-END-MO
DATE END YR	WARRANTY-REC	P15740002741	A02		DATE-END-YR
DATE END YR	PROP-HIST-WARR	P15520002741	A02		DATE-END-YR
DATE ENDED	PROP-HIST-WARR		YMD	GROUP DATE	
DATE ENDED	WARRANTY-REC		YMD	GROUP DATE	
DAYS IN USE	MV-MAINT-REC	P15760003943	P028		DAYS-IN-USE
DEL TO ZIP4	PROP-LOCATION	P15154203829	A04		DELIVER-TO-ZIP4
DEL TO ZIP4	PROP-HIST-LOCA	P15155503829	A04		DELIVER-TO-ZIP4
DELIV DA	PROP-EXCES-DATA	P15154201446	P02L		DATE-DELIVERY-DA
DELIV DA	PROP-HIST-EXCES	P15155601446	P02L		DATE-DELIVERY-DA
DELIV H	PROP-HIST-EXCES		YMD	GROUP DATE	
DELIV MO	PROP-EXCES-DATA	P15154201445	P02L		DATE-DELIVERY-MO
DELIV MO	PROP-HIST-EXCES	P15155601445	P02L		DATE-DELIVERY-MO
DELIV YR	PROP-EXCES-DATA	P15154201444	P02L		DATE-DELIVERY-YR
DELIV YR	PROP-HIST-EXCES	P15155601444	P02L		DATE-DELIVERY-YR
DEPR AMT	PROP-ACCT	P15154502099	P14.28		DEPR-AMT
DEPR AMT	PROP-DPR-ACC	P15045002099	P14.28		DEPR-AMT
DEPR AMT	PROP-DPR-DEP	P15045102099	P12.28		DEPR-AMT
DEPR AMT	PROP-HIST-ACCT	P15155102099	P14.28		DEPR-AMT
DEPR AMT	PROP-HIST-DEP	P15530002099	P12.28		DEPR-AMT
DEPR AMT	PROP-HIST-DPR-ACC	P15055502099	P14.28		DEPR-AMT
DEPR AMT	PROP-HIST-DPR-DEP	P15055602099	P12.28		DEPR-AMT

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FOCUS FIELD NAME	IDMS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IDMS FIELD NAME
DEPR AMT ACC	PROP-ACCU-DEP	P151549C2099	P12.2L		DEPR-AMT
DEPR DA	PROP-DPR-DEP	P150451C2937	A02		DEPR-DA
DEPR DA	PROP-HIST-DEP	P153300C2937	A02		DEPR-DA
DEPR DA	PROP-HST-DPR-DEP	P150598C2937	A02		DEPR-DA
DEPR DA ACC	PROP-ACCU-DEP	P151549D2937	A02		DEPR-DA
DEPR DATE	PROP-HIST-DEP		YMD		DEPR-DA
DEPR DATE A	PROP-DPR-DEP		YMD		DEPR-DA
DEPR DATE B	PROP-HST-DPR-DEP		YMD		DEPR-DA
DEPR DT ACC	PROP-ACCU-DEP		YMD		DEPR-DA
DEPR MO	PROP-DPR-DEP		YMD		DEPR-DA
DEPR MO	PROP-HIST-DEP	P153300C2936	A02		DEPR-DA
DEPR MO	PROP-HST-DPR-DEP	P150598C2936	A02		DEPR-DA
DEPR MO ACC	PROP-ACCU-DEP	P151549D2936	A02		DEPR-DA
DEPR YR	PROP-DPR-DEP	P150451C2938	A02		DEPR-YR
DEPR YR	PROP-HIST-DEP	P153300C2938	A02		DEPR-YR
DEPR YR	PROP-HST-DPR-DEP	P150598C2938	A02		DEPR-YR
DEPR YR ACC	PROP-ACCU-DEP	P151549D2938	A02		DEPR-YR
DEPT ACCID C	MV-MAINT-REC	P157600D2473	P12.2B		NPS-ACCIDENT-COST
DEPT ADDL C	MV-MAINT-REC	P157600D2401	P12.2B		NPS-ADDITIONAL-COST
DEPT CD ETS	PROP-EXCES-MO	P151538C8803	A02		DEPARTMENT-CODE
DEPT CODE	PROP-MAINT-REC	P153200C6603	A02		DEPARTMENT-CODE
DEPT CODE	MTR-VEHICLE-REC	P157500C6603	A02		DEPARTMENT-CODE
DEPT LABOR C	MV-MAINT-REC	P157600D2472	P12.2B		NPS-MAINT-COST
DEPT MAINT C	MV-MAINT-REC	P157600D2471	P12.2B		NPS-MAINT-COST
DEPT RCVD C	MV-MAINT-REC	P157600D2400	P12.2B		NPS-RECOVERED-COST
DESCRIP	PROP-MASTER	P151540C1387	A38		DESCRIPTION
DESCRIP	MTR-VEHICLE-REC	P157500D2728	A40		DESCRIPTION
DESCRIP	PROP-HIST	P151550C1387	A35		DESCRIPTION
DISP	PROP-HST-VEHICLE	P153100D2728	A40		DESCRIPTION
DISP ADRI	PROP-MASTER		YMD		GROUP DATE
DISP ADRI	PROP-EXCES-DATA	P151542C3190	A35		DELIVER-TO-1ST-ADD
DISP ADRI	PROP-EXCES-DATA	P151542C2191	A35		DELIVER-TO-2ND-ADD
DISP CITY	PROP-EXCES-DATA	P151542C6613	A20		DELIVER-TO-CITY
DISP DA	PROP-MASTER	P151540D8798	A02		DISP-DA
DISP DA	PROP-HIST	P151550D8795	A02		DISP-DA
DISP DOC MO	PROP-MASTER	P151550C1380	A16		DISP-DOC-MO
DISP DOC MO	PROP-HIST		YMD		DISP-DOC-MO
DISP HIS	PROP-HIST	P151540D8794	A02		DISP-MO
DISP MO	PROP-MASTER	P151550D8794	A02		DISP-MO
DISP MO	PROP-HIST	P151542C6614	A02		DELIVER-TO-STATE
DISP STATE	PROP-EXCES-DATA				
DISP YR	PROP-MASTER	P151540D8798	A02		DISP-YR
DISP YR	PROP-HIST	P151550D8798	A02		DISP-YR
DISP ZIP	PROP-EXCES-DATA	P151542C6615	A05		DELIVER-TO-ZIP
DISPLAY 9	PROP-MASTER	P151540D2638	A09		DISPLAY-9
DISPLAY 9	PROP-HIST	P151550D2638	A09		DISPLAY-9
DWG IND	PROP-MASTER	P151540C2097	A01		DAMAGE-IND
DWG IND	PROP-HIST	P151550C2097	A01		DAMAGE-IND
DOC ACQ DA	PROP-COMM-REC	P151582D4470	A02		DATE-OF-PO-DA
DOC ACQ DA	PROP-HIST-COMM	P151559CASE	A02		DATE-OF-PO-DA

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PROP FIELD LISTING 06/28/91 12.10.23					
FOCUS FIELD NAME	IONS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IONS FIELD NAME
DOC ACQ MO	PROP-COMM-REC	P151559C2942	A02		DATE-OF-PO-MO
DOC ACQ MO	PROP-HIST-COMM	P151559C2942	A02		DATE-OF-PO-MO
DOC ACQ YR	PROP-COMM-REC	P151559C2942	A02		DATE-OF-PO-YR
DOC ACQ YR	PROP-HIST-COMM	P151559C2942	A02		DATE-OF-PO-YR
DOC BLDG NO	PROP-COMM-REC	P151559C2942	A04		BUILDING-NO
DOC BLDG NO	PROP-HIST-COMM	P151559C2942	A04		BUILDING-NO
DOC CITY CD	PROP-COMM-REC	P151559C2942	A03		CITY-CODE
DOC CITY CD	PROP-HIST-COMM	P151559C2942	A03		CITY-CODE
DOC CNTY CD	PROP-COMM-REC	P151559C2942	A04		COUNTY-CODE
DOC CNTY CD	PROP-HIST-COMM	P151559C2942	A04		COUNTY-CODE
DOC LDC CD	PROP-COMM-REC		A09	DEFINED FIELD	DOCUMENT-NO
DOC LDC CD	PROP-HIST-COMM		A09	DEFINED FIELD	DOCUMENT-NO
DOC NO	PROP-MASTER	P151559C2942	A16		DOCUMENT-NO
DOC NO	WARRANTY-REC	P151559C2942	A16		DOCUMENT-NO
DOC NO	PROP-HIST	P151559C2942	A16		DOCUMENT-NO
DOC ORG CD	PROP-HIST-WARR	P151559C2942	A16		ORGANIZATION-CD-1
DOC ORG CD	PROP-COMM-REC	P151559C2942	A16		ORGANIZATION-CD-1
DOC ORG CD	PROP-HIST-COMM	P151559C2942	A16		ORGANIZATION-CD-1
DOC POS INO	PROP-COMM-REC	P151559C2942	A02		POSSESSION-INO
DOC POS INO	PROP-HIST-COMM	P151559C2942	A02		POSSESSION-INO
DOC SALV VAL	PROP-COMM-REC	P151559C2942	I10		SALVAGE-VALUE
DOC SALV VAL	PROP-HIST-COMM	P151559C2942	I10		SALVAGE-VALUE
DOC STAT CD	PROP-COMM-REC	P151559C2942	A01		STATUS-CODE
DOC STAT CD	PROP-HIST-COMM	P151559C2942	A01		STATUS-CODE
DOC STATE CD	PROP-COMM-REC	P151559C2942	A02		STATE-CODE
DOC STATE CD	PROP-HIST-COMM	P151559C2942	A02		STATE-CODE
DOC TYPE	PROP-MASTER	P151559C2942	A04		DOC-TYPE
DOC TYPE	PROP-HIST	P151559C2942	A04		DOC-TYPE
DOC TYPE CD	PROP-COMM-REC	P151559C2942	A01		PROP-TYPE
DOC TYPE CD	PROP-HIST-COMM	P151559C2942	A01		PROP-TYPE
DOC UTIL CD	PROP-COMM-REC	P151559C2942	A01		PROP-UTIL
DOC UTIL CD	PROP-HIST-COMM	P151559C2942	A01		PROP-UTIL
EFF DATE	PROP-RENT-LEASE	P151559C2942	YMD	GROUP DATE	DATE-EFFECTIVE-DA
EFF DATE DA	PROP-RENT-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-DA
EFF DATE DA	PROP-LOAN-DATE	P151559C2942	P02L		DATE-EFFECTIVE-DA
EFF DATE DA	WARRANTY-REC	P151559C2942	P02L		DATE-EFFECTIVE-DA
EFF DATE DA	PROP-HIST-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-DA
EFF DATE DA	PROP-HIST-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-DA
EFF DATE DA	PROP-HIST-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-DA
EFF DATE H	PROP-HIST-LEASE	P151559C2942	YMD	GROUP DATE	DATE-EFFECTIVE-DA
EFF DATE H	PROP-HIST-LEASE	P151559C2942	YMD	GROUP DATE	DATE-EFFECTIVE-DA
EFF DATE H	PROP-HIST-LEASE	P151559C2942	YMD	GROUP DATE	DATE-EFFECTIVE-DA
EFF DATE H	PROP-HIST-WARR	P151559C2942	YMD	GROUP DATE	DATE-EFFECTIVE-DA
EFF DATE K	WARRANTY-REC	P151559C2942	YMD	GROUP DATE	DATE-EFFECTIVE-DA
EFF DATE L	PROP-LOAN-DATE	P151559C2942	YMD	GROUP DATE	DATE-EFFECTIVE-DA
EFF DATE MO	PROP-RENT-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-MO
EFF DATE MO	PROP-LOAN-DATE	P151559C2942	P02L		DATE-EFFECTIVE-MO
EFF DATE MO	WARRANTY-REC	P151559C2942	P02L		DATE-EFFECTIVE-MO
EFF DATE MO	PROP-HIST-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-MO
EFF DATE MO	PROP-HIST-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-MO
EFF DATE MO	PROP-HIST-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-MO
EFF DATE YR	PROP-RENT-LEASE	P151559C2942	P02L		DATE-EFFECTIVE-YR

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FOCUS FIELD NAME	IDMS RECORD NAME	FOCUS ALIAS	DEFINED FIELD INDICATOR
EFF DATE YR	PROP-LOAN-DATE	P151548C1508	P02L
EFF DATE YR	WARRANTY-REC	P1517400C1508	P02L
EFF DATE YR	PROP-HIST-LEASE	P1515562C1508	P02L
EFF DATE YR	PROP-HIST-LOAN	P1515588C1508	P02L
EFF DATE YR	PROP-HIST-WARR	P1515400C1508	P02L
ENTRY DA	PROP-MASTER	P151540C8611	P02L
ENTRY DATE	PROP-MASTER		GROUP DATE
ENTRY MO	PROP-MASTER	P151540C8610	P02L
ENTRY YR	PROP-MASTER	P151540C8609	P02L
EXCESS MILES	MV-MAINT-REC	P1517800D2751	P03L
EXCESS INO	PROP-MASTER	P151540C2095	A01
EXS INO	PROP-HIST	P151550C2095	A01
EXS NOTES L1	PROP-EXCES-DATA	P151542C8618	A78
EXS NOTES L1	MAINT-NOTES	P151542C8618	A78
EXS NOTES L1	PROP-HIST-EXCES	P151556C8618	A78
EXS NOTES L2	PROP-EXCES-DATA	P151542C8618	A78
EXS NOTES L2	PROP-HIST-EXCES	P151546C8618	A78
EXS NOTES L3	PROP-EXCES-DATA	P151542C8620	A78
EXS NOTES L3	PROP-HIST-EXCES	P151556C8620	A78
EXS RPT NO	PROP-EXCES-DATA	P151542C2108	A18
EXS RPT NO	PROP-HIST-EXCES	P151556C2108	A18
FAIL DA	PROP-MAINT-REC	P1517200C5843	A02
FAIL INR	PROP-MAINT-REC	P1517200C5400	A02
FAIL MIN	PROP-MAINT-REC	P1517200C5401	A02
FAIL MO	PROP-MAINT-REC	P1517200C5834	A02
FAIL RPTD BY	PROP-MAINT-REC	P1517200C5388	A30
FAIL YR	PROP-MAINT-REC	P1517200C5835	A02
FD VEH CODE	MTR-VEHICLE-REC	P1517500D2881	A01
FD VEH CODE	PROP-HST-VEHICLE	P1515100D2881	A01
FEEDER BTCH	PROP-MASTER	P151540C1408	A11
FEEDER BTCH	PROP-HIST	P151550C1408	A11
FS UNIT	PROP-MASTER	P151540C1386	A02
FS UNIT	PROP-HIST	P151550C1386	A02
FSC CODE	PROP-MASTER	P151540C3084	A04
FSC CODE	PROP-HIST	P151550C3084	A04
FUEL COST	MV-MAINT-REC	P1517600D2470	P12.2B
FUEL TYPE	MTR-VEHICLE-REC	P1517500D3372	A01
FUEL TYPE	PROP-HST-VEHICLE	P1515100D3372	A01
GAL USED	MV-MAINT-REC	P1517600D2469	P05L
GRANT NUMBER	PROP-MASTER	P151540C8708	A15
GRANT NUMBER	PROP-HIST	P151550C8708	A15
HRLY RT	PROP-MAINT-REC	P1517200D1445	P12.2
IN SVC MILES	MTR-VEHICLE-REC	P1517500D2374	A08
IN SVC MILES	PROP-HST-VEHICLE	P1515100D2374	A08
IN SVC MO	MTR-VEHICLE-REC	P1517500D2383	A02
IN SVC MO	PROP-HST-VEHICLE	P1515100D2383	A02
IN SVC MOS	MTR-VEHICLE-REC	P1517500D2375	A02
IN SVC MOS	PROP-HST-VEHICLE	P1515100D2375	A02
IN SVC YR	MTR-VEHICLE-REC	P1517500D3384	A02
IN SVC YR	PROP-HST-VEHICLE	P1515100D3384	A02

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FOCUS FIELD NAME	IDMS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IDMS FIELD NAME
INSP MO	MTR-VEHICLE-REC	P15750002804	A02		INSP-MO
INSP MO	PROP-HST-VEHICLE	P15510002804	A02		INSP-MO
INSP YR	MTR-VEHICLE-REC	P15760002805	A02		INSP-YR
INSP YR	PROP-HST-VEHICLE	P15510002805	A02		INSP-YR
INV DA	PROP-MASTER	P151540C1387	A02		DATE-INVENTORY-DA
INV DA	PROP-HIST	P151550C1387	A02		DATE-INVENTORY-DA
INV DATE	PROP-MASTER		YMD	GROUP DATE	
INV DATE	PROP-HIST		YMD	GROUP DATE	
INV MO	PROP-MASTER	P151840C1388	A02		DATE-INVENTORY-MO
INV MO	PROP-HIST	P151550C1388	A02		DATE-INVENTORY-MO
INV NO	PROP-MAINT-REC	P157200C813	A12		INVOICE-NUMBER
INV YR	PROP-MASTER	P151540C1385	A02		DATE-INVENTORY-YR
INV YR	PROP-HIST	P151550C1385	A02		DATE-INVENTORY-YR
LAST UPDATE	MV-MAINT-REC		YMD	GROUP DATE	
LAST UPDT DA	MV-MAINT-REC	P157600D2409	A02		LAST-UPDATE-DA
LAST UPDT MO	MV-MAINT-REC	P157600D2407	A02		LAST-UPDATE-MO
LAST UPDT YR	MV-MAINT-REC	P157600D2410	A02		LAST-UPDATE-YR
LICENSE NUM	MTR-VEHICLE-REC	P157500D2368	A08		LICENSE-NUM
LICENSE NUM	PROP-HST-VEHICLE	P155100D2368	A08		LICENSE-NUM
LINE ITEM NO	PROP-MASTER	P151540C1353	A04		LINE-ITEM-NO
LINE ITEM NO	PROP-HIST	P151550C1353	A04		LINE-ITEM-NO
LOAN INO	PROP-MASTER	P151540C2098	A01		LOAN-INO
LOAN INO	PROP-HIST	P151550C2098	A01		LOAN-INO
LOC ADRI	PROP-LOCATION	P151543C3190	A35		DELIVER-TO-1ST-ADD
LOC ADRI	PROP-HST-LOCA	P151558C3190	A35		DELIVER-TO-1ST-ADD
LOC ADRI	PROP-HST-EXCES	P151558C3190	A35		DELIVER-TO-1ST-ADD
LOC ADRI	PROP-LOCATION	P151543C2191	A35		DELIVER-TO-2ND-ADD
LOC ADRI	PROP-HST-LOCA	P151558C2191	A35		DELIVER-TO-2ND-ADD
LOC ADRI	PROP-HST-EXCES	P151558C2191	A35		DELIVER-TO-2ND-ADD
LOC CD	MTR-VEHICLE-REC	P157500D2373	A09		LOCATION-CODE
LOC CD	PROP-HST-VEHICLE	P155100D2373	A09		LOCATION-CODE
LOC CITY	PROP-LOCATION	P151543C8813	A20		DELIVER-TO-CITY
LOC CITY	PROP-HST-LOCA	P151558C8813	A20		DELIVER-TO-CITY
LOC CITY	PROP-HST-EXCES	P151558C8813	A20		DELIVER-TO-CITY
LOC STATE	PROP-LOCATION	P151543C6614	A02		DELIVER-TO-STATE
LOC STATE	PROP-HST-LOCA	P151558C6614	A02		DELIVER-TO-STATE
LOC STATE	PROP-HST-EXCES	P151558C6614	A02		DELIVER-TO-STATE
LOC ZIP	PROP-LOCATION	P151543C8815	A05		DELIVER-TO-ZIP
LOC ZIP	PROP-HST-LOCA	P151558C8815	A05		DELIVER-TO-ZIP
LOC ZIP	PROP-HST-EXCES	P151558C8815	A05		DELIVER-TO-ZIP
LSE BASE CST	MTR-VEHICLE-REC	P157500D2464	P12.28		LEASE-BASE-COST
LSE BASE CST	PROP-HST-VEHICLE	P155100D2464	P12.28		LEASE-BASE-COST
LSE COST	PROP-RENT-LEASE	P151544C1491	P10.2		LEASE-COST
LSE COST	MTR-VEHICLE-REC	P157500D2808	P12.2		LEASE-COST
LSE COST	PROP-HST-LEASE	P151552C1491	P10.2		LEASE-COST
LSE COST	PROP-HST-VEHICLE	P155100D2608	P12.2		LEASE-COST
LSE END DA	MTR-VEHICLE-REC	P157500D2394	A02		LEASE-END-DA
LSE END DA	PROP-HST-VEHICLE	P155100D2394	A02		LEASE-END-DA
LSE END DT	MTR-VEHICLE-REC		YMD	GROUP DATE	
LSE END DT	PROP-HST-VEHICLE		YMD	GROUP DATE	

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FOCUS FIELD NAME	IMS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IMS FIELD NAME
NFC ID COMP	PROP-COMPONENT	P151548C1376	A12		NFC-ID
NFC ID COMPH	PROP-HIST-COMP	P151554C1376	A12		NFC-ID
NFC ID DOC	DEPART-IDENT-REC	ALIAS-REV	A12		NFC-ID
NFC ID EQUIP	EQUIP-IDENT-REC	ALIAS-REV	A12		NFC-ID
NFC ID EXS	PROP-EXCESS-INV	P151538C1376	A12		NFC-ID
NFC ID HIST	PROP-HIST-IDENT	P151509C1379	A12		NFC-ID
NSN	PROP-MASTER		A13	DEFINED FIELD	
NSN H	PROP-HIST		A13	DEFINED FIELD	
NUM OF UPDTS	INV-MAINT-REC	P151760C03201	P02L		NUM-OF-UPDATES
OBJ CL H	PROP-MASTER		A4	DEFINED FIELD	
OBJ CL MAJ	PROP-MASTER	P151540C1091	A02	DEFINED FIELD	OBJECT-CLASS-MAJOR
OBJ CL MAJ	PROP-HIST	P151550C1091	A02	DEFINED FIELD	OBJECT-CLASS-MAJOR
OBJ CL SUB	PROP-MASTER	P151540C1092	A02	DEFINED FIELD	OBJECT-CLASS-SUB
OBJ CL SUB	PROP-HIST	P151560C1092	A02	DEFINED FIELD	OBJECT-CLASS-SUB
ODOM READ	PROP-HIST-REC	P151760C02399	P07B		ODOMETER-READING
ORG CODE	INV-VEHICLE-REC	P151750C03212	A04		ORGANIZATION-CODE
ORG CODE	PROP-HIST-VEHICLE	P151540C0077	A04		ORG-TRANS-TYPE
ORG TRA TYPE	PROP-MASTER	P151550C0077	A04		ORG-TRANS-TYPE
OUT SVC MO	PROP-HIST-VEHICLE	P151750C0379	A02		OUT-SVC-MO
OUT SVC MO	PROP-HIST-VEHICLE	P151500C0379	A02		OUT-SVC-MO
OUT SVC YR	PROP-HIST-VEHICLE	P151750C0381	A02		OUT-SVC-YR
OUT SVC YR	PROP-HIST-VEHICLE	P151500C0381	A02		OUT-SVC-YR
OWNERSHIP CD	PROP-HIST-VEHICLE	P151500C0386	A01		OWNERSHIP-CODE
OWNERSHIP CD	PROP-HIST-VEHICLE	P151500C0386	A01		OWNERSHIP-CODE
PARTS COST	PROP-HIST-VEHICLE	P151720C01808	P12.2		PARTS-COST
PERCENT	PROP-DPR-ACC	P150450C8797	P04.2		PERCENT
PERCENT	PROP-HIST-DPR-ACC	P150355C8797	P03.2		PERCENT
PHONE A	WARRANTY-REC		A10	DEFINED FIELD	
PHONE AREA	PROP-HIST-WARR		A10	DEFINED FIELD	
PHONE AREA	WARRANTY-REC	P151740C03192	A03		AREA-CODE
PHONE EXCH	PROP-HIST-WARR	P151520C03192	A03		AREA-CODE
PHONE EXCH	WARRANTY-REC	P151740C03192	A03		PHONE-EXCH
PHONE NUMB	PROP-HIST-WARR	P151520C03192	A03		PHONE-EXCH
PHONE NUMB	WARRANTY-REC	P151740C03192	A03		PHONE-EXCH
PHO CODE	PROP-HIST-WARR	P151520C03192	A04		PHONE-NUMBER
PHO CODE	PROP-MASTER	P151520C03192	A04		PHONE-NUMBER
PHO CODE HIS	PROP-HIST		A2	DEFINED FIELD	
PHO CODE HIS	PROP-HIST		A2	DEFINED FIELD	
PHO H	PROP-MASTER		A08	DEFINED FIELD	
PROP CD	PROP-HIST		A08	DEFINED FIELD	
PROP CD	PROP-MASTER	P151540C1025	A15		PROPERTY-CODE
PROP DEP IND	PROP-HIST	P151550C1025	A15		PROPERTY-CODE
PROP DEP IND	PROP-MASTER	P151540C2877	A01		PROP-DEPREC-IND
PROP NOTES	PROP-HIST	P151550C2877	A01		PROP-DEPREC-IND
PROP NOTES	PROP-MASTER	P151547C0818	A78		INV-MSG-LINE1
PROP STA CD	PROP-HIST-NOTES	P151553C0818	A78		INV-MSG-LINE1
PROP STA CD	PROP-MASTER	P151540C6607	A02		PROP-STATUS-CODE
PROP STA CD	PROP-HIST	P151550C6607	A02		PROP-STATUS-CODE
REC TYPE	PROP-MASTER	P151540C1437	A03		RECORD-TYPE

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FOCUS FIELD NAME	IONS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IONS FIELD NAME						
RCO TYPE	PROP-HIST	P151550C1437	A03		RECORD-TYPE						
RCP-IND	PROP-MASTER	P15154008813	A01		RCP-IND						
RCP-IND	PROP-HIST	P15155008813	A01		RCP-IND						
REC MO	MV-MAINT-REC	P15760002397	A02		RECORD-MO						
REC YR	MV-MAINT-REC	P15760002398	A02		RECORD-YR						
RENTL IND	PROP-MASTER	P151540C2093	A01		RENTAL-IND						
RENTL IND	PROP-HIST	P151550C2093	A01		RENTAL-IND						
REP COMP SAT	PROP-MAINT-REC	P15720001794	A01		REPAIR-COMP-SAT						
REPR COST	EQUIP-REPAIR-REC	P15770005370	P12.2		REPAIR-COST						
REPR COST	PROP-HIST-REPAIR	P15940005370	P12.2		REPAIR-COST						
REPR DA	PROP-MAINT-REC	P15720001801	A02		REPAIR-DA						
REPR DA	EQUIP-REPAIR-REC	P15770001801	A02		REPAIR-DA						
REPR DA	PROP-HIST-REPAIR	P15540001801	A02		REPAIR-DA						
REPR DATE	PROP-HIST-REPAIR		YMD	GROUP DATE							
REPR DT B	PROP-MAINT-REC		YMD	GROUP DATE							
REPR DT C	EQUIP-REPAIR-REC		YMD	GROUP DATE							
REPR IR	PROP-MAINT-REC	P15720001804	A02		REPAIR-IRS						
REPR MIN	PROP-MAINT-REC	P15720001809	A02		REPAIR-MIN						
REPR MO	PROP-MAINT-REC	P15720001800	A02		REPAIR-MO						
REPR MO	EQUIP-REPAIR-REC	P15770001800	A02		REPAIR-MO						
REPR MO	PROP-HIST-REPAIR	P15540001800	A02		REPAIR-MO						
REPR YR	PROP-MAINT-REC	P15720001802	A02		REPAIR-YR						
REPR YR	EQUIP-REPAIR-REC	P15770001802	A02		REPAIR-YR						
REPR YR	PROP-HIST-REPAIR	P15540001802	A02		REPAIR-YR						
REPT MIN	PROP-MAINT-REC	P15720001823	A02		REPORTED-MIN						
REPT DA	PROP-MAINT-REC	P15720001819	A02		REPORTED-DA						
REPT DT	PROP-MAINT-REC		YMD	GROUP DATE							
REPTD IR	PROP-MAINT-REC	P15720001822	A02		REPORTED-IR						
REPTD MO	PROP-MAINT-REC	P15720001818	A02		REPORTED-MO						
REPTD YR	PROP-MAINT-REC	P15720001820	A02		REPORTED-YR						
RETRO FLAG	PROP-MASTER	P15154008793	A01		RETRO-FLAG						
RETRO FLAG	PROP-HIST	P15155008793	A01		RETRO-FLAG						
RL DT	PROP-EXCES-DATA		YMD	GROUP DATE							
RL DT DA	PROP-EXCES-DATA	P151542C2872	A02		AUTO-REL-DT-DA						
RL DT DA	PROP-HIST-EXCES	P151556C2872	A02		AUTO-REL-DT-DA						
RL DT H	PROP-HIST-EXCES		YMD	GROUP DATE							
RL DT MO	PROP-EXCES-DATA	P151542C2871	A02		AUTO-REL-DT-MO						
RL DT MO	PROP-HIST-EXCES	P151556C2871	A02		AUTO-REL-DT-MO						
RL DT YR	PROP-EXCES-DATA	P151542C2873	A02		AUTO-REL-DT-YR						
RL DT YR	PROP-HIST-EXCES	P151556C2873	A02		AUTO-REL-DT-YR						
RNEWL	PROP-RENT-LEASE		YMD	GROUP DATE							
RNEWL DA	PROP-RENT-LEASE	P151544C1427	P03L		DATE-RENEWAL-DA						
RNEWL DA	PROP-HIST-LEASE	P151552C1427	P03L		DATE-RENEWAL-DA						
RNEWL H	PROP-HIST-LEASE		YMD	GROUP DATE							
RNEWL MO	PROP-RENT-LEASE	P151544C1438	P03L		DATE-RENEWAL-MO						
RNEWL MO	PROP-HIST-LEASE	P151552C1428	P03L		DATE-RENEWAL-MO						
RNEWL YR	PROP-RENT-LEASE	P151544C1429	P03L		DATE-RENEWAL-YR						
RNEWL YR	PROP-HIST-LEASE	P151552C1429	P03L		DATE-RENEWAL-YR						
RPT NUM EXS	PROP-HIST-LEASE	P151536C2108	A15		EXCESS-REPORT-MO						
SAC AG	PROP-MASTER	P151540C1791	A02		SAC-AG						

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FOCUS FIELD NAME	IDMS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IDMS FIELD NAME
SAC AG	PROP-HIST-IDENT	P151505C1791	A02		SAC-AG
SAC DEPT	PROP-MASTER	ALIAS-KEY	A02		SAC-DEPT
SAC DEPT	PROP-HIST-IDENT	P151505C1788	A02		SAC-DEPT
SAC EMP OFF	PROP-MASTER	P151540C1790	A04		SAC-EMP-OFF
SAC EMP OFF	PROP-HIST-IDENT	P151505C1790	A04		SAC-EMP-OFF
SAC LIT 1	PROP-MASTER	P151540C1155	A02		SAC-LITERAL-1
SAC LIT 1	PROP-HIST-IDENT	P151505C1155	A02		SAC-LITERAL-1
SAC LENGTH 1	PROP-MASTER	P151540C1157	P02		SAC-LENGTH-1
SAC LENGTH 1	PROP-HIST-IDENT	P151505C1157	P02		SAC-LENGTH-1
SCHD REP MO	MTR-VEHICLE-REC	P151590002468	A02		SCHED-REPLACEMENT-MO
SCHD REP MO	PROP-HIST-VEHICLE	P151510002468	A02		SCHED-REPLACEMENT-MO
SCHD REP YR	MTR-VEHICLE-REC	P151590002494	A02		SCHED-REPLACEMENT-YR
SCHD REP YR	PROP-HIST-VEHICLE	P151510002464	A02		SCHED-REPLACEMENT-YR
SEC CNT	PROP-MASTER	P151540C1161	P01		SECURITY-COUNT
SEC CNT	PROP-HIST-IDENT	P151505C1161	P01		SECURITY-COUNT
SERIAL NO	PROP-MASTER	P151540C1260	A20		SERIAL-NUMBER
SERIAL NO	PROP-HIST	P151550C1360	A20		SERIAL-NUMBER
SPEC FEAT	MTR-VEHICLE-REC	P151500C5348	A20		SPECIAL-FEATURES
SPEC FEAT	PROP-HIST-VEHICLE	P151500C5348	A20		SPECIAL-FEATURES
SPEC PUR CD	MTR-VEHICLE-REC	P151500D2736	A01		SPECIAL-PURPOSE-CODE
SPEC PUR CD	PROP-HIST-VEHICLE	P151500D2736	A01		SPECIAL-PURPOSE-CODE
STA CD EXS	PROP-EXCESS-MO	P151538C6607	A02		PROP-STATUS-CODE
STAT CD	MTR-VEHICLE-REC	P151500C1397	A02		STATUS-CD
STAT CD	PROP-HIST-VEHICLE	P151500C1397	A02		STATUS-CD
STATE	PROP-EXCES-DATA	P151543C6617	A02		STATE-NAME
STATE	PROP-HIST-EXCES	P151556C6617	A02		STATE-NAME
SURP RL DA	PROP-EXCES-DATA	P151543C2875	A02		SURPLUS-REL-DT-DA
SURP RL DA	PROP-HIST-EXCES	P151543C2875	A02		SURPLUS-REL-DT-DA
SURP RL DT	PROP-EXCES-DATA	P151556C2875	VMD		SURPLUS-REL-DT-DA
SURP RL DT	PROP-HIST-EXCES		VMD		SURPLUS-REL-DT-DA
SURP RL H	PROP-EXCES-DATA	P151843C2874	A02		SURPLUS-REL-DT-MO
SURP RL H	PROP-HIST-EXCES	P151596C2874	A02		SURPLUS-REL-DT-MO
SURP RL MO	PROP-EXCES-DATA	P151543C2876	A02		SURPLUS-REL-DT-YR
SURP RL MO	PROP-HIST-EXCES	P151543C2876	A02		SURPLUS-REL-DT-YR
SURP RL YR	PROP-EXCES-DATA	P151556C2876	A02		SURPLUS-REL-DT-YR
SURP RL YR	PROP-HIST-EXCES	P151556C2876	A02		SURPLUS-REL-DT-YR
SVC AREA	PROP-MAINT-REC	P157200D1792	A01		SERVICE-AREA
SVC COST	PROP-MAINT-REC	P157200D1809	P12.2		SERVICE-COST
SVC REP	PROP-MAINT-REC	P157200D1790	A25		SERVICE-REP
TABKEY	PROP-MASTER		A30		DEFINED FIELD
TABKEY10	PROP-MASTER		A30		DEFINED FIELD
TABKEY11	PROP-MASTER		A30		DEFINED FIELD
TABKEY12	PROP-MASTER		A30		DEFINED FIELD
TABKEY13	PROP-MASTER		A30		DEFINED FIELD
TABKEY14	PROP-MASTER		A30		DEFINED FIELD
TABKEY15	PROP-MASTER		A30		DEFINED FIELD
TABKEY16	PROP-MASTER		A30		DEFINED FIELD
TABKEY2	PROP-MASTER		A30		DEFINED FIELD
TABKEY3	PROP-MASTER		A30		DEFINED FIELD
TABKEY4	PROP-MASTER		A30		DEFINED FIELD
TABKEY5	PROP-MASTER		A30		DEFINED FIELD

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Property Management Information System
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General Accounting Office

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08/29/91 12 00 31					
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TABKEY7	PROP-MASTER		A30	DEFINED FIELD	
TABKEY8	PROP-MASTER		A30	DEFINED FIELD	
TABKEY9	PROP-MASTER		A30	DEFINED FIELD	
TERM SES DT	PROP-EXCES-DATA	P151542C6621	A05		TERMINAL-SESSION-DATE
TERM SES DT	PROP-HIST	P151550C6621	A05		TERMINAL-SESSION-DATE
TERM SES DT	PROP-HIST-EXCES	P151556C6621	A05		TERMINAL-SESSION-DATE
TERM SES TM	PROP-EXCES-DATA	P151542C6622	A06		TERMINAL-SESSION-TIME
TERM SES TM	PROP-HIST	P151550C6622	A06		TERMINAL-SESSION-TIME
TERM SES TM	PROP-HIST-EXCES	P151556C6622	A06		TERMINAL-SESSION-TIME
TIME CHG HRS	PROP-MAINT-REC	P157200D1811	P04L		TIME-CHARGE-HRS
TIME CHG MIN	PROP-MAINT-REC	P157200D1812	P04L		TIME-CHARGE-MIN
TRKEY H	PROP-HIST		A5 WITH	DEFINED FIELD	
TOTAL UNITS	PROP-MASTER	P151540C6623	P07L		TOTAL-UNITS
TOTAL UNITS	PROP-EXCES-DATA	P151542C6623	P07L		TOTAL-UNITS
TOTAL UNITS	PROP-HIST	P151550C6623	P07L		TOTAL-UNITS
TOTAL UNITS	PROP-HIST-EXCES	P151556C6623	P07L		TOTAL-UNITS
TRANS TYPE	MTR-VEHICLE-REC	P157500D0428	A02		TRANS-TYPE
TRANS TYPE	PROP-HST-VEHICLE	P157500D0428	A02		TRANS-TYPE
TREAS SYM	PROP-ACCT	P151545C3162	A15		TREASURY-SYMBOL
TREAS SYM	PROP-DPR-ACC	P150450C3162	A15		TREASURY-SYMBOL
TREAS SYM	PROP-HIST-ACCT	P151551C3162	A15		TREASURY-SYMBOL
TREAS SYM	PROP-HST-DPR-ACC	P150555C3162	A15		TREASURY-SYMBOL
USAGE CODE	MTR-VEHICLE-REC	P157500D2606	A01		USAGE-CODE
USAGE CODE	PROP-HST-VEHICLE	P155100D2606	A01		USAGE-CODE
USERID	PROP-MASTER	P151540C6612	A07		TERMINAL-IDENT
USERID	PROP-EXCES-DATA	P151542C6612	A07		TERMINAL-IDENT
USERID	PROP-HIST	P151550C6612	A07		TERMINAL-IDENT
USERID	PROP-HIST-EXCES	P151556C6612	A07		TERMINAL-IDENT
UTIL CODE	MTR-VEHICLE-REC	P157500D2376	A10		UTIL-CODE
UTIL CODE	PROP-HST-VEHICLE	P155100D2376	A10		UTIL-CODE
V W RATIO	MTR-VEHICLE-REC	P157500D2369	A05		V-W-RATIO
V W RATIO	PROP-HST-VEHICLE	P155100D2369	A05		V-W-RATIO
VAR DEPR	PROP-MASTER	P151540C9710	P04L		DEPRECIATION
VAR DEPR	PROP-HIST	P151550C9710	P04L		DEPRECIATION
VEH TYPE CD	MTR-VEHICLE-REC	P157500D2368	A03		VEH-TYPE-CODE
VEH TYPE CD	PROP-HST-VEHICLE	P155100D2368	A03		VEH-TYPE-CODE
WARRANTY REC	WARRANTY-REC	P157400C5310	A35		VENDOR-ADDRESS1
VEND ADDR1	PROP-HIST-WARR	P155200C5310	A35		VENDOR-ADDRESS1
VEND ADDR2	WARRANTY-REC	P157400C5311	A35		VENDOR-ADDRESS2
VEND ADDR2	PROP-HIST-WARR	P155200C5311	A35		VENDOR-ADDRESS2
VEND AR DA	PROP-MAINT-REC	P157200D1797	A02		VENDOR-ARR-DA
VEND AR DT	PROP-MAINT-REC		YMD	GROUP DATE	
VEND AR HR	PROP-MAINT-REC	P157200D1815	A02		VENDOR-ARR-HRS
VEND AR MIN	PROP-MAINT-REC	P157200D1816	A02		VENDOR-ARR-MIN
VEND AR MO	PROP-MAINT-REC	P157200D1796	A02		VENDOR-ARR-MO
VEND AR YR	PROP-MAINT-REC	P157200D1796	A02		VENDOR-ARR-YR
VEND CITY	WARRANTY-REC	P157400C5312	A25		VENDOR-CITY
VEND CITY	PROP-HIST-WARR	P155200C5312	A25		VENDOR-CITY
VEND NAME	PROP-MAINT-REC	P157200C5309	A35		VENDOR-NAME
VEND NAME	WARRANTY-REC	P157400C5309	A35		VENDOR-NAME

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FOCUS FIELD NAME	IDMS RECORD NAME	FOCUS ALIAS	USAGE FORMAT	DEFINED FIELD INDICATOR	IDMS FIELD NAME		
VEND NAME	PROP-HIST-WARR	P155200C309	A35		VENDOR-NAME		
VEND STATE	WARRANTY-REC	P157400C313	A02		VENDOR-STATE		
VEND TYPE	PROP-HIST-WARR	P155200C313	A03		VENDOR-STATE		
VEND ZIP4	PROP-MAINT-REC	P157200D1791	A01		VENDOR-TYPE		
VEND ZIP5	WARRANTY-REC	P157400D472	A04		ZIP-CODE-4		
VEND ZIP5	PROP-HIST-WARR	P155200D472	A04		ZIP-CODE-4		
VEND ZIP5	WARRANTY-REC	P157400D471	A05		ZIP-CODE-5		
VEND ZIP5	PROP-HIST-WARR	P155200D471	A05		ZIP-CODE-5		
WARR EXP DA	PROP-MAINT-REC	P157200D1755	A03		WARR-EXPIRE-DA		
WARR EXP DT	PROP-MAINT-REC		YMD				
WARR EXP MO	PROP-MAINT-REC	P157200D1787	A02		WARR-EXPIRE-MO		
WARR EXP YR	PROP-MAINT-REC	P157200D1789	A02		WARR-EXPIRE-YR		
WCF IND	PROP-MASTER	P151540C2109	A01		WCF-IND		
WCF IND	PROP-HIST	P151550C2109	A01		WCF-IND		
VDISP	PROP-HIST		AGYMD				
				DEFINED FIELD			

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